FALL HIGHLIGHTS

- BHCC Enterprise Center for Entrepreneurship and Training (ECET)
- Triumvirate Partnership
- Foundations of IT Support
- Rapid Recovery and Reemployment (R3)
- Cannabis Certificate Programs
The Workforce and Community Education courses, offered through the Division of Workforce and Economic Development at Bunker Hill Community College, features credit and non-credit courses—online or in-person—for individuals or for employers. If you are an employer, interested in customized training, internships or connecting with our programs and faculty, please email us at: employer.inquiries@bhcc.edu.

If you are an employer who wants to post a job, please click this link to set up a job posting account.

Courses are offered for all levels of experience, from Basic English Language Learning (BELL) to Test of English as a Foreign Language (TOEFL), from High School Equivalency Standardized Test (HiSET) to Project Management Professional (PMP) exam prep. Whether you are looking to improve your language skills to prepare for college or a career, stay current with the latest technology or want to explore something entirely new, Workforce and Community Education courses can help you achieve your personal and professional goals.

This catalog outlines a selection of our current course offerings available for registration today. You can also browse our full list of courses, including additional online options, at bhcc.edu/ce. Still can’t find what you are looking for? Let us know! We are always looking for ways to expand our program offerings.

Are you looking to set up a corporate training for your workplace? We can customize a training program for your organization in any of the areas covered in this catalog and more. Contact us for more information about our Corporate Training programs.

BHCC Workforce and Community Education Division of Workforce and Economic Development

- Community Education and Life Long Learning
- Corporate Training and Continuing Education for Careers
- Entrepreneurship and Small Business Support
- Adult Education and Transitions to College
- Language Institute-Intensive English, BELL and Foreign Languages.

Chelsea Campus
70 Everett Avenue
Chelsea, MA 02150
Phone: 617-228-2462
Fax: 617-228-2080
Email: commed@bhcc.edu
bhcc.edu/ce

Register today!

1. Go to Bunker Hill Community College Workforce and Community Education Course Catalog, bhcc.edu/cce-catalog/

2. Type course name or course code in Search box.

3. Click Register button to enroll and pay. Please confirm the correct date and time for your schedule before register.

4. Click New Account to register. Note: If you have an Elevate account, you may type in your username and password to sign in.

5. Fill in and complete all the information.

6. Create a user account.

7. Enter credit card or debit card for payment method.

You will receive an email confirmation to your email.

Note: There is a 3% service fee, depending on the course, for debit and credit payments. You may also register in person at Student Central located on the second floor B-Building at the Charlestown Campus using the red stand-alone kiosks.

Cancellation and Refund Policy:

Students may cancel enrollment in a Community Education course. Cancellations made before the course start date will receive a refund minus 3% administration fee. There is no refund once the course has started. For Intensive English and BELL courses, the refund policy is as follows: Prior to class start and up to 3 days after class start: Full refund minus 3% administrative processing fee.

The college reserves the right to delay the course start date to gain the minimum enrollment to run the class. In such case, students will be notified of the course delay. If the college cancels a class due to no or low enrollment, students will be notified 24 – 48 hours in advance of the course start date and receive a full refund. If a student has paid by credit card, refunds will automatically be credited to the same credit card.

For online ed2go course refund policy, please visit bhcc.edu/workforce/career/
Mission of Bunker Hill Community College

Bunker Hill Community College serves as an educational and economic asset for the Commonwealth of Massachusetts by offering associate degrees and certificate programs that prepare students for further education and fulfilling careers. Our students reflect our diverse local and global community and the College integrates the strengths of many cultures, age groups, lifestyles and learning styles into the life of the institution. The College provides inclusive and affordable access to higher education, supports the success of all students and forges vibrant partnerships and pathways with educational institutions, community organizations and local businesses and industries.

Vision of Bunker Hill Community College

Bunker Hill Community College empowers and inspires students, faculty and staff diverse in identities, experiences and ideas to make meaningful contributions to our local and global communities. The College embodies a spirit of inquiry, critical thought, inclusive excellence and lifelong learning.

BHCC Institutional Values

Bunker Hill Community College Trustees, Faculty, Staff and Students embody the highest academic and institutional integrity through their commitment to:

• Access and Success
• Excellence and Innovation
• Economic and Social Justice
• Inclusiveness and Equity
• Civic Engagement and Service
• Kindness and Respect
• Accountability and Transparency

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The Mission of the Division of Workforce and Economic Development

Mission: The Mission of the Division of Workforce and Economic Development is to provide opportunities for education and training leading to professional advancement and life-long learning while meeting the workforce needs of the communities we serve.

Vision: The WFED Division seeks to empower diverse learners with quality education that will advance career achievement and personal goals.

Instruction Modality: (How will my classes be taught?)

How courses are taught and coded is outlined on the next page. Here are two definitions to assist you in interpreting the chart you find under these terms:

Synchronous: You will learn online with your instructor and classmates at a specific date and time each week at the same virtual location such as on WebEx, Zoom or other video platforms. You can ask questions in real time and meet virtually face-to-face.

Asynchronous: You will not meet with your instructor and classmates at a specific date and time each week. You will develop your own schedule and follow the course syllabus that outlines all assignment due dates.

If you have any questions, please email commed@bhcc.edu.
ADULT EDUCATION

Bunker Hill Community College offers two Massachusetts Department of Elementary and Secondary Education (DESE) grant funded programs to assist adults in developing the necessary skills in English language proficiency, acquire a High School Credential (HiSET), and the skills to successfully complete college courses and receive six college program credits.

The Adult Education Program

The Adult Education program at the Chelsea Campus and the BHCC Boston Adult Education Consortium provide educational and support services for adults who lack English language and literacy skills and/or do not have a high school diploma. This comprehensive program provides free educational services that include courses in Basic English for Speakers of Other Languages (ESOL), AE literacy and High School Equivalency Assessment (HiSET) preparation in Spanish and in English.

Classes are held in Chelsea and Boston. The ESOL and Spanish HiSET Adult Education courses are offered during the day, evening and Saturdays at the Chelsea Campus. The AE literacy, Pre-HISET and HiSET Adult Education courses are held at LARE Institute, the College’s program partner in Chelsea, the Boston Chinatown Neighborhood Center (BCNCC), and Educational Development Group satellite locations around Boston.

Book Ordering:

If your course requires a textbook, check on the course’s webpage to determine if you need to purchase the book from the college bookstore or the book’s publisher. Please visit bkstr.com/bhccstore and under “Shop by Courses”, click “Enter Course”. Select the term with the word “Elevate (WFD)” in it. Under Shop By Courses, select the course number inside the Department Box. Once the course is selected, the Course and Section field boxes will automatically populate. Click “Find Materials for 1 Course(s)”. Select New or Used. Your book will be mailed to you. Shipping charges apply. You may also go to the bookstore to buy your book. Before you go, visit bkstr.com/bhccstore/store-hours to view their store hours. If you need to talk to a bookstore representative, please call 617-228-2304. If you have any questions about the course, please email commed@bhcc.edu.

### Fall 2023 Course Delivery Information

<table>
<thead>
<tr>
<th>Course Delivery</th>
<th>Meeting Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>No On-Campus Classes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remote &amp; Synchronous</td>
<td>Video-Conference Meetings</td>
<td>This class will not meet face-to-face on campus. It will meet remotely during the scheduled times listed. Course materials will be online.</td>
</tr>
<tr>
<td>Remote &amp; Asynchronous</td>
<td>Optional Video-Conference Meetings</td>
<td>This class will not meet face-to-face on campus or remotely. Students will complete coursework according to the syllabus provided by the instructor. Course materials will be online.</td>
</tr>
<tr>
<td>Hybrid &amp; Remote</td>
<td>Video-Conference Meetings</td>
<td>This class will not meet face-to-face on campus. It will meet remotely online during the scheduled times listed. In addition to remote class meetings, students will complete coursework according to the syllabus provided by the instructor.</td>
</tr>
<tr>
<td>Web</td>
<td>No Meetings</td>
<td>This class will not meet face-to-face on campus or remotely at a scheduled time. Students will complete coursework according to the syllabus provided by the instructor. Course materials will be online.</td>
</tr>
</tbody>
</table>

### Some On Campus Class Time Face-to-Face

| Lecture & Remote       | On Campus & Video-Conference Meetings | This class will meet face-to-face on campus and will also meet remotely during the scheduled times listed. Course materials will be online. |
| Lab & Remote           | On Campus Lab & Video-Conference Meetings | This class will meet face-to-face on campus for lab and remotely for lecture during the scheduled times listed. Course materials will be online. Students should come to campus prepared for lab work. |
| Hybrid                | Partial On Campus                    | This class will meet face-to-face on campus during the scheduled times listed. In addition to class meetings, students will participate in coursework independently. |
Transitions to College Program

The Department of Education funded Transitions to College Program at BHCC, which enables students currently or previously enrolled in an adult education program to enroll in college-level courses by learning the essential skills needed to be a successful student. Students develop an education and career plan while enrolling into a program of study. The program is year-long and classes are offered at no cost to students (tuition, fees, and books are paid for).

Classes taken the first semester:

Fall semester courses (up to 9 credits):
- HUM 120-TC - Self, Culture and Society (3 credits)
- CIT-110-TC Computer Applications and Concepts (3 credits)

Spring semester courses (up to 9 credits):
- Students are encouraged to take courses in their program of study (major) or prerequisites for higher level courses.
- Students will receive vouchers that will pay for 2 classes of their choice

Summer semester: (up to 9 credits)
- Optional (If needed): Math course, MAT093, Foundations of Mathematics (3 credits)
- Optional (If needed): Integrated course, ELL102 or ELL103 (6 credits)

Register now!
bhcc.edu/adulted
bhcc.edu/adulted/transitions

**TEST PREPARATION**

Test of English as a Foreign Language (TOEFL®) Preparation
TFL-101E $419

This course features up-to-date, realistic practice tests and cooperative learning strategies designed to familiarize students with the test format and develop test-taking strategies that improve their scores. A strong academic English background is recommended. The course curriculum is based on the TOEFL iBT® (internet-based test).

Total hours: 40
F01 T/Th 6-8:30 p.m. Remote & Synchronous
Oct. 17–Dec. 14, 2023

High School Equivalency Test Preparation (HiSET®, formerly GED®)
GED-104AE $325

To prepare for the Massachusetts Department of Education’s HiSET, students will take practice tests and develop individualized study plans. Beginning with diagnostic testing, instruction focuses on writing, reading, math, science and social studies. Students will use textbooks/workbooks and calculators (cost not included in course fee). There is also a separate fee for testing.

FW1 WF 6 p.m.-8:30 p.m. Remote & Synchronous
Sept. 6 – Oct 27, 2023
FS1 S 9 a.m. - 1 p.m. Remote & Synchronous
Oct 7 – Dec 9, 2023

Test of Essential Academic Skills® (TEAS)
Prep for Reading and Grammar
TRG-101E $205 (+ book price $40)

This course focuses on the reading and grammar component of the Assessment Testing Institute® (ATI) TEAS® exam. Tuition does not include the book, which must be purchased separately from the college bookstore. Book Title: ATI TEAS Secrets Study Guide by Mometrix Test Preparation (six sessions at 3 hours each. Total Hours: 18)

F01 W 6-9 p.m. Remote & Synchronous
Sept 6 – Oct 11, 2023
F02 W 6-9 p.m. Oct 18 - Nov 29, 2023

Test of Essential Academic Skills® (TEAS)
Prep for Math and Science
TSM-101E $205 (+ book price $40)

This course focuses on the math and science content of the Assessment Testing Institute® (ATI) TEAS® exam. Tuition does not include the book, which must be purchased separately from the college bookstore. Book Title: ATI TEAS Secrets Study Guide by Mometrix Test Preparation (six sessions at 3 hours each. Total Hours: 18)

F01 T 6-9 p.m. Remote & Synchronous
Sept 5–Oct 12, 2023
F02 T 6-9 p.m. Oct 17–Nov 28, 2023

** will turn into “Lab and Remote” once there are six or more students

For a complete listing of online courses and to register, go to bhcc.edu/cce-catalog
HUMAN RESOURCE MANAGEMENT

Society for Human Resource Management (SHRM) Learning System®—Certified Professional (SHRM-CP™) and Senior Certified Professional (SHRM-SCP™) Certification Preparation

BSN-124E $719
(+ book price estimated $667)

Designed by global subject matter experts, this course covers the entire SHRM Body of Competency and Knowledge™ (SHRM BoCK™) which encourages human resource professionals to acquire the competencies and knowledge they will need to perform their jobs effectively and be successful in their careers. Learn to retain study materials effectively and efficiently through a combination of expert instruction and peer discussion. This course prepares HR professionals to take either the SHRM-CP or SHRM-SCP exam. Tuition does not include the book, which must be purchased from the college bookstore separately. The book cost is $775. The book is tied to the SHRM LS license so you must purchase the book. Study materials including comprehensive learning modules in print and e-reader formats and advanced online resources are included in the course fee.

FS1 S 9 a.m.-12 p.m. Remote and Synchronous Sept. 23–Dec. 16, 2023
FT1 T/TH 6-7:30 p.m. Remote and Synchronous Sept. 12–Dec. 5, 2023

If hired, you will begin working at Triumvirate in a full-time 30-40 hours per week job with full benefits at a competitive rate of $22 an hour. While employed at the company, Triumvirate will cover your college tuition and fees at BHCC (a $13,700 value). Pick any program of study you would like!

Submit a commitment-free application of interest here:

bhcc.edu/workforce/grantsandfinancialassistance/triumviratebhccpartnership

** will turn into “Lab and Remote” once there are six or more students

For a complete listing of online courses and to register, go to bhcc.edu/cce-catalog

“”You might not remember me, but I attended your SHRM prep class in the fall of 2019 at Bunker Hill and I received my SHRM-CP certification in January 2020. I just wanted to say thank you for all that you taught and for all of your help. I was promoted to Associate Director as of yesterday and it was in part due to me receiving my SHRM certification. I know I had to do my part in studying, but I am extremely grateful for the opportunity to be part of your class and all that I learned in such a short period of time. Keep up the good work.”

– Maria Galarza, Associate Director, Facilities HR

SHRM Essentials of HR Management

BSN-124AE $465
(+ book price estimated $327)

The SHRM Essentials of HR Management is an introductory course offering a comprehensive overview of human resource roles and responsibilities. It gives participants critical knowledge to help reduce potentially costly lawsuits and improves their ability to handle challenging HR issues. This course is ideal for those who are just starting out in the human resources profession, or those who are looking for an effective way to boost their employee management skills. The course addresses six key human resource management subjects in a user-friendly format designed to give an effective learning experience: Human Resource Management, Employment Law, Recruitment and Selection, Compensation and Benefits, Employee Development, and Performance Management. As part of the tuition, each participant receives a reference book during
Human Resource Management / Project Management

the first class. Additionally, participants receive access to online tools to support their studies.

The 15-hour SHRM Essentials of HR Management is ideal for entrepreneurs, small business owners, and office managers who also perform HR tasks. Tuition does not include the book, which must be purchased separately from the college bookstore. The cost is about $335. The book is tied to a license so you must purchase this book.

FH1 W 6-9 p.m. Remote and Synchronous Oct. 4–Nov. 1, 2023

"The SHRM Learning Class has been an incredibly beneficial experience. From the beginning, of the experience working with Jack Chan to enroll, Bunker Hill has been superb. Kathleen Enright is a fantastic teacher and has made learning exciting and pleasurable. She provides keen insight into the industry and offers a wealth of assistance on how to prepare for SHRM Certification. I highly recommend the class to anyone in HR, thinking of HR or for those interested in business management. It is like a mini-MBA. Kudos to Bunker Hill for putting this together." – Gary D. Alexander VP for Administration and Finance Hellenic College, Brookline, MA.

Mastering Project Management with PMP® Prep (Self-Paced)
Registration $1,295 Remote & Asynchronous
careertraining.bhcc.edu/training-programs/project-management-pmp-prep/

Learn advanced project management topics, concepts, and more in this comprehensive PMP prep course. You will also be prepared to sit for the PMP certification exam upon course completion. You will learn about project selection, strategy development, complex schedule modeling, forecasting, risk identification and assessment, statusing, recovery, and more. You will also explore project proposals, planning components, and project evaluation and discover how important a project manager is to an organization. The material covered in this course is guaranteed to meet or exceed the educational prerequisites needed to prepare and take the Project Management Professional (PMP)® certification exam. The following eBook will be provided to you approximately 7-10 business days after enrollment: A Guide to the Project Management Body of Knowledge, 6th edition (PMBOK® Guide) (eBook) NOTE: Tuition does not come with the PMP exam voucher. The exam will need to be purchased separately.

Prerequisites: You should have at least two years of experience managing projects or completing the Project Management Essentials with CAPM Prep course.

PROJECT MANAGEMENT

Learn How to Better Manage Virtually Any Project Scenario with a Proven Methodology

Project Success Method – Methodology
For over 38 years, techniques learned from the proprietary Project Success Method have helped teams dramatically improve their project performance through:

- Formal detailing of project requirements, collaborative development of project plans, and successful project execution through an accountable control process.
- The Project Success Method offers the best of both worlds. It is a blend of traditional waterfall project management and the agile approach, enabling teams to move quickly while ensuring their customers have a delivery date they can trust.
- The powerful and practical hands-on methodology can be learned in our 18 ½ hour class and applied immediately upon completion.
- The Project Success Method requires no project management or Agile experience, no software tools, and no templates. The Project Success Method can be used in any business application and any project scenario. The Project Success Methodology is neither simply “academic” nor “theory”; it provides the most effective and efficient real-world process for developing, ensuring, and maintaining a consistency in approach within project teams.

Project Success Methodology
PSM-100E $1,495
F1 T/W 8 a.m.-5:30 p.m. Remote & Synchronous, PSI Instructor Nov 7–Nov 8, 2023

Use Microsoft Project in Ways You Never Thought Possible to Manage Your Projects

The Project Success Method Toolkit for Microsoft Project Class
The Project Success Toolkit is a proprietary add-on for Microsoft Project 2013/2016/2019 that augments the core functionality of Microsoft Project. Over 6200 users around the world including many in the world’s best-known companies are using the Toolkit to more efficiently and effectively manage their projects. The Toolkit enhances the scheduling functionality of Microsoft

For a complete listing of online courses and to register, go to bhcc.edu/cce-catalog
Project and allows the user to follow the Project Success Method by enabling critical path and duration-based scheduling. Additional functionality unavailable in standard copies of Microsoft Project is listed below. This program is designed for prospective users of Microsoft Project.

Prerequisites: Project Success Method Class strongly recommended.

Note: An understanding of the Project Success Method is essential for using The Project Success Toolkit. The Toolkit was developed from the perspective of “adapting the tool to meet the needs of the methodology,” as opposed to “adapting the methodology to fit the tool.” No prior Microsoft Project experience is needed. Some proficiency with using Microsoft Windows is needed. Students must provide their own licensed copy of Microsoft Project 2013, 2016 or 2019. Software: Currently the class supports Microsoft Project 2013, 2016 and 2019 versions.

PSM Toolkit Class for Microsoft Project
PST-100E $895
F1 TH 8 a.m.-5 p.m. Remote & Synchronous, PSI Instructor Nov 9, 2023

TECHNOLOGY AND CAREERS

Cybersecurity Training Certificate
If you are interested in Cybersecurity and you have computer experience, this program is for you. To determine if you qualify, please review the prerequisite requirement on our landing page bhcc.edu/workforce/career/cybersecuritytrainingcertificate/. You may not enroll in the program until you have submitted the required information for evaluation. Once approved, you will be notified to enroll in the program.

There are two main courses in the program:

NON-108E Cybersecurity: Immediate Immersion – Thinking like an attacker and network traffic analysis

This course requires a textbook, which can be purchased at the publisher’s website. Once registered, the book may be purchased here: nostarch.com/packetanalysis3.

NON-118E Cybersecurity Defense builds on the defensive skills and experience students gained in Immediate Immersion. The twelve-week course is designed to impart a strong foundation of defensive information security skills, preparing students for entry-level careers as security operations center analysts and digital forensics analysts. Students work through six online real-life tasks in a private cloud environment with help, advice and feedback from a knowledgeable mentor and extensive online learning resources. The tasks are embedded in the realistic, but fictional, context of work as an entry-level employee of a government cyber operations agency.

This course includes the following tasks:

• Analyze a remote intrusion attempt.
• A security operations center analyst has seen evidence of a password cracking attempt within a key network. Students analyze a packet capture file and event logs within a security information and event management system (the Splunk SIEM) to determine if any passwords were compromised and if the network was breached as a result.
• Investigate an incident using a SIEM.
• Students analyze a possible “watering hole” attack in which clicking on a malicious link embedded in an otherwise legitimate website launches an exploit kit that infects a user’s machine with a “banking trojan.”
• Compile indicators of compromise to guide forensic analysis.
• Students use a “hash” of a possible malware-containing file to conduct research using VirusTotal, online sandboxes, and open source intelligence sources to determine specific indicators of compromise to guide forensic analysis of memory and file system images of infected devices.
• Examine a compromised host’s memory.
• Students perform a forensic examination of a memory image taken from a computer to identify sophisticated malware that infected the system.
• Conduct a forensic disk examination.
• Students perform disk forensics on an infected system. By analyzing an image of the computer’s file system, the students are able to identify malware infections and to create a timeline for the attack.
• Close your investigation.
• Students are asked to conclude their investigation by compiling a timeline for the attack and writing a comprehensive report for technical and non-technical stakeholders.

Upon successful completion of the two courses, you will separately enroll in Udemy’s 21-hour CompTIA Security prep course and purchase the

** will turn into “Lab and Remote” once there are six or more students

For a complete listing of online courses and to register, go to bhcc.edu/cce-catalog
Technology and Careers

For a complete listing of online courses and to register, go to bhcc.edu/cce-catalog

** will turn into “Lab and Remote” once there are six or more students

WORKFORCE HIGHLIGHT

FOUNDATIONS OF IT SUPPORT
Earn industry-validated credentials in record time!

Looking to enter into the high-growth career of an IT Support Specialist, but don’t have the time to commit to a degree or certificate program? BHCC’s Foundations of IT Support program is for you! This hybrid program was built to fit into your busy schedule, co-designed with adult learners, and validated by area employers and content experts in the field of IT Support. Upon completion, you will hold the industry-recognized certifications required for the role of IT Support Specialist, which earns a median wage of $57,910 ($27.84/hr.) in the greater Boston region.

The Foundations of IT Support program consists of the following courses and credentials:

Hybrid CompTIA A+ Certification Preparation
(Exam voucher included)

This course is designed for entry-level computer technicians or individuals looking to start a new career in the IT industry. The course will prepare you to sit for the CompTIA A+ certification exam. CompTIA A+ certified professionals are proven problem solvers. They support today’s core technologies from security to networking to virtualization and more.

CompTIA A+ Exam
CompTIA A+ certified professionals are proven problem solvers. They support today’s core technologies from security to networking to virtualization and more. CompTIA A+ is the industry standard for launching IT careers into today’s digital world.

The cost for the Foundations of IT Support program is $2,499.

This course is eligible for Financial Assistance. Please contact Lateia Johnson, R3 Coordinator at lmjo8989@bhcc.edu to determine if you are eligible.

Cyber Attack and Defense: Immediate Immersion (Six Weeks)
NON-108E

$1,599
(+ book price estimated $50)

Immediate Immersion is designed to impart initial cybersecurity skills in six weeks of study at 25 hours per week to help students determine if careers in cybersecurity are right for them. Students work through three online real-life tasks (about two weeks per task).

Cybersecurity: Immediate Immersion includes the following tasks:
- Exploit a website (and fix its vulnerabilities)
- Insider threat?
- Analyze malicious network traffic

This course requires a textbook, which can be purchased at the publisher’s website. As soon as you have registered for the course, you will buy the book: nostarch.com/packetanalysis3

Immediate Immersion students are expected to spend 15 - 25 hours per week on the course. We have a one-hour Zoom meeting each week where

full-length CompTIA Security+ (SY0-601) Practice Exams. Combined, your purchase of both the course and practice exams from Udemy will be about $40.00. Please note: Prices are subject to change and BHCC has no control of the tuition cost charged by Udemy.

Udemy is a global teaching and learning platform that provides online video courses. You must continue your learning through Udemy immediately after successfully completing your 18-week training. The program’s cybersecurity mentors will support you as you work through the Udemy course. In total, you are looking at 24 weeks, or six months, to complete the training and be ready to sit for the national exam. Once you pass the CompTIA Security exam, you will earn your industry-recognized credential. Links to Purchase the Supplementary Training Through Udemy Upon Completion of the 18-Week Cybersecurity Training Certificate: CompTIA Security+ (SY0-601 exam) udemy.com/course/securityplus/ CompTIA Security+ (SY0-601) Practice Exams & Simulated PBQs udemy.com/course/security-601-exams
Technology and Careers

**WORKFORCE HIGHLIGHT**

RAPID RECOVERY AND REEMPLOYMENT (R3)

BHCC’s Rapid Recovery and Reemployment (R3) Program is a unique opportunity that allows students or community members impacted by the COVID-19 economic downturn to get back in the game with possible financial support. Eligible participants may have access to full tuition and materials scholarships. These short-term programs will allow a student to study over a shorter period of time, develop skills in a field, and earn an industry-recognized credential, which makes them employable quicker.

Students who are unemployed or demonstrate great financial need will be considered first especially if you do not have financial assistance through another resource.

- **Are you unemployed or working part time making less than $17.00 per hour?**
- **New to the workforce?**
- **Have you received a Pell grant?**
- **Are you collecting food stamps or other transitional assistance benefits?**
- **Do you live in subsidized housing?**

The R3 approved courses are:

- Dental Assisting Technician
- Certified Nursing Assistant (CNA)
- Emergency Medical Assistant (EMT)
- Electrocardiogram Technician (EKG)
- Veterinary Assistant
- Phlebotomy Technician
- Medical Interpreting
- Home Health Aide
- HI Set Preparation (Only for GED-104AE)
- Cybersecurity Training Certificate
- Cisco Networking/CompTIA A Plus (IT)
- Google IT Support Specialist
- Cisco Certified Network Associate (CCNA)

To find out more, go to bhcc.edu/training. If you have questions, please contact Lateia Johnson at lmjo8989@bhcc.edu.

everyone has a chance to discuss what they are working on, ask questions, and work together on the current task.

Immediate Immersion is a mentor-driven course. Students are not expected to get by entirely on their own. A significant amount of independent study is involved, but it’s more like “assisted study.” Outside of weekly meetings, mentors regularly communicate with students on Slack and assist them as needed as they progress through the course.

N01FA  M  Hybrid (Combination of self-study and instructor-led, remote)

Sep 18–Oct 27, 2023

**Cyber Defense (12 weeks)**

NON-118E  $ 3,999

Cyber Defense builds on the defensive skills and experience students gained in Immediate Immersion. The twelve-week course is designed to impart a strong foundation of defensive information security skills, preparing students for entry-level careers as security operations center analysts and digital forensics analysts. Students work through six online real-life tasks in a private cloud environment with help, advice and feedback from a knowledgeable mentor and extensive online learning resources. The tasks are embedded in the realistic, but fictional, context of work as an entry-level employee of a government cyber operations agency.

Pre-requisite course: Immediate Immersion. You must have successfully completed the six-week Immediate Immersion course to be eligible to take Cyber Defense.

N01FA  M  Hybrid (Combination of self-study and instructor-led, remote)

Nov 6–Feb 2, 2024

**Google IT Support Professional Certificate**

WBD-100E  $1,899

The Google IT Support Professional Certificate prepares you for an entry-level job in IT support in under six months. No experience is necessary.

This 5-course certificate, developed by Google, includes innovative curriculum designed to prepare you for an entry-level role in IT support. A job in IT can mean in-person or remote help desk work in a small business or at a global company like Google. The program is part of Grow with Google, a Google initiative to help create economic opportunities for all Americans. Upon completion, students will be able to apply for entry level IT positions. Top employers such as Cognizant, GE Digital, Hulu, Infosys, Intel and Sprint are interested in applicants with this credential.

** will turn into “Lab and Remote” once there are six or more students

For a complete listing of online courses and to register, go to bhcc.edu/cce-catalog
This hybrid course allows you to learn asynchronously – on your own – and with the benefit of a dedicated instructor who will meet with the students over videoconferencing one night per week. The meeting length is 2 to 2.5 hours. Students can complete the program in four months provided that 10+ hours per week is invested in studying or completed in eight months, contingent upon investing a minimum of six hours a week of self-study.

If you are unemployed, you could be eligible for free tuition. This program is TOP, MassHire eligible. A TOP applicant must dedicate up to 20 hours per week studying in the program (self-study + instructor-led).

**Foundations of IT Support (CompTIA A+ Certification Prep course)**
CMP - 100 E $2,499
This course is designed for entry-level computer technicians or individuals looking to start a new career in the IT industry. The course will prepare you to sit for the CompTIA A+ certification exam. CompTIA A+ certified professionals are proven problem solvers. They support today’s core technologies from security to networking to virtualization and more. CompTIA A+ is the industry standard for launching IT careers into today’s digital world. To be successful in this course, students should have a basic understanding of computers, have a curiosity to learn, and are problem solvers. Students will have the base knowledge to sit for the CompTIA A+ 1101 and 1102 exams and will be given test vouchers to take both exams. A group exam date will be scheduled within two weeks of course completion.

**Red Hat System Administration I**
Red Hat System Administration I (RH124) is designed for IT professionals without previous Linux system administration experience. The course provides students with Linux administration competence by focusing on core administration tasks. This course also provides a foundation for students who plan to become full-time Linux system administrators by introducing key command-line concepts and enterprise-level tools.

**Red Hat System Administration II**
Red Hat System Administration II serves as the second part of the RHCSA training track for IT professionals who have taken Red Hat System Administration I. The course goes deeper into core Linux system administration skills in storage configuration and management, installation and deployment of Red Hat Enterprise Linux®, management of security features such as SELinux, control of recurring system tasks, management of the boot process and troubleshooting, basic system tuning, and command-line automation and productivity.

This course series prepares students to sit for the RHCSA certification exam, and for a career as a Red Hat Certified System Administrator (RHCSA). This course teaches students about the Red Hat Enterprise Linux environment, procedures, processes, commands and tools needed to become a RHEL systems administrator. Students learn the essentials of creating and securing networks and network services, keeping files secure and organized, creating and overseeing users and groups, and how to attach and configure a workstation on an existing network, as well as set up, configure and troubleshoot Red Hat Linux Enterprise servers.

Remote & Synchronous
To find out about the start dates please visit the web page: bhcc.edu/workforce/career/redhatcheartifiedsystemadministratorprogram/ or contact Lauren Ellis at: lauren.ellis@bhcc.edu

**Pre-License Real Estate Sales**
WCE-473E $365 (+ book price estimated $50)
This 40-hour class prepares participants to take the Massachusetts Real Estate Salesperson’s Examination. Students who successfully complete this class will receive the certification required to sit for the examination. Attendance at every class is required. Book Title: Principles of Real Estate Practice in Massachusetts by Performance Programs Company.

Remote & Synchronous
For a complete listing of online courses and to register, go to bhcc.edu/cce-catalog
us on track in order to follow the material and explained everything in depth. I would definitely recommend this course to anyone interested in pursuing a real estate license.”

“I’m ready to take the test and i feel like with the online videos and the way Dave teaches it’s so much easier.”

“This class exceeded my expectations. Professor Ceruolo provided in depth knowledge of the content, shared various resources and provided real life examples of issues relating to real estate.”

ServSafe Training

**ServSafe Manager Food Safety Certification**

Increase your job prospects in the food industry by earning your ServSafe Manager Certification. After taking the course, you will be prepared to take the ServSafe test, required for all food industry managers by the Commonwealth of Massachusetts. The course covers all the key topics that are critical to food safety, including preventing cross-contamination, understanding foodborne illnesses, and implementing proper food handling procedures. Exam procedures, testing time, personal hygiene, cross contamination, time and temperature, receiving and storage, food safety management systems, training hourly employees, and more are taught. You will be given ample opportunities to review and practice for the exam. We want you to feel confident and well-prepared for the certification exam, and this course will help you achieve your goal.

The deadline to register for this course is seven days prior to the class start date. The book must be purchased separately from the ServSafe website. Please visit this page for book ordering details: bhcc.edu/workforce/career/servsafemanagerfoodsafetytraining.

The course meets virtually for four meetings via Zoom (W & F). On the fifth and last day (Saturday), the class will meet in-person at the Charlestown campus. You will be notified of your room assignment. You must bring your book with the included exam answer sheet to the last class.

**ServSafe Manager Food Safety Training**

**SLF-102E**

**F01**

W/F 7-9 p.m. Remote & Synchronous
Nov 8 - Nov 17, 2023

S 10 a.m.-1 p.m. In person
Nov 19, 2023

$205

**ServSafe Food Handler Training**

Interested in working in the food service industry? You will learn about safe food handling practices, proper food preparation, storage, and serving techniques to prevent foodborne illnesses and ensure food safety. This class is taught in-person, at the Chelsea, MA campus.

No experience necessary to take this class. On the last day of the course, you will have an opportunity to review the course content and be tested in the understanding of the material. When you pass the exam, you will receive a signed food handler certification, which is often a requirement for employment in the food service industry. The certification demonstrates that you have acquired the necessary knowledge to handle food safely and maintain hygiene standards. Your certification is valid in Massachusetts.

The course is offered in English and Spanish. The book is included in your tuition and you will receive it on the first day of the course.

**ServSafe Food Handler in English**

**SLF-106E**

**F01**

M 6-9 p.m. In Person (Chelsea Campus)
Oct 16–Oct 30, 2023

**ServSafe Food Handler in Spanish**

**SLF-107E**

**F01**

W 6-9 p.m. In Person (Chelsea Campus)
Oct 18–Nov 1, 2023

**Marine Technician Program: Introduction to Marine Engines and Systems**

BHCC is pleased to announce in partnership with Mass Marine Trades Association, Mercury Marine University and local employer Boston Boat Works BHCC will provide training for marine technicians to meet the demands of the MA boating industry. Marine Technicians earn an average wage $45,000-50,000 per year with a growth potential of 5% across the state. The average wages for technicians have increased approximately 30% over the last few years.

Students will receive instruction in the basics of Marine Service and Technology, both theory and repairs including Mercury and other engine brands. Students will achieve an industry recognized credential with Mercury Marine Systems Technician Certificate. This will allow you to continue with Mercury University if you decide to work at a Certified Mercury Dealer.

Students will also receive career counseling, mentorship, tutoring, hands-on-training and job placement assistance.

This program is for entry-level participants with **Marine Technician Program: Introduction to Marine Engines and Systems**

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Students will also receive career counseling, mentorship, tutoring, hands-on-training and job placement assistance.

This program is for entry-level participants with
little or no experience interested in working in the marine service and technology field. Interested participants should have a High School diploma/equivalent or 1-3 years’ mechanical experience.

This program qualifies for R3 funding. Students who meet the income eligibility requirements may receive a free tuition voucher for the program.

To find out about the start dates please visit the web page: bhcc.edu/workforce/career/marinetechnicianprogram or reach out to Lateia Johnson at lmjo8989@bhcc.edu

## HEALTHCARE CAREERS

### Hybrid Phlebotomy Technician Certification with Clinical Externship

**NON-855E**  
$1,919  
(NWCA exam voucher included, e-book included)

Phlebotomists are employed throughout the healthcare system—and the demand for phlebotomy technicians is higher than ever! This program prepares you to collect blood and other specimens from clients for laboratory analysis. The course covers process and procedures; safety protocols, quality assurance and precautions; venipuncture skills; terminology; and related anatomy and physiology. The program also includes a clinical externship opportunity to learn the profession in the field. After completing the program, you will be able to sit for the NWCA exam, which is included in your tuition. If six or more students are enrolled:

- An instructor will be assigned to facilitate sessions over Zoom to supplement your independent self-study. Zoom is synchronous instruction. Zoom will occur for 1 or 1.5 hours between the hours of 6-9 p.m., T & TH
- In-person labs will take place on-campus. Live Zoom sessions are elective and not mandatory.
- You will still maintain your self-study schedule.

### Hybrid EKG Technician Program

**NON-856E**  
$1,419  
NWCA exam voucher included, e-book included

This 100-hour Electrocardiograph (EKG) certification program course covers anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing. You will also gain practice with EKG equipment through hands-on labs. After the successful completion of this program, students will be prepared to sit for the NWCA exam, which is included in the tuition. Although listed as Asynchronous (self-study), an instructor will be assigned to teach the class once enrollment reaches six or more students. Should this happen, classes will meet over Zoom Mondays and Wednesdays from 6-7 p.m. or 7:30 p.m. and in-person labs will take place on-campus. Live Zoom sessions are elective and not mandatory.

- You will still maintain your self-study schedule.

**FN01**  
M/W  
**Remote & Asynchronous**  
Sep 18–Nov 6, 2023

**FN02**  
M/W  
**Remote & Asynchronous**  
Nov 6, 2023–Jan 15, 2024

**FN03**  
T/TH  
**Remote & Asynchronous**  
Oct 16–Oct 30, 2023

- If six or more students are enrolled:
  - An instructor will be assigned to facilitate sessions over Zoom to supplement your independent self-study. Zoom is synchronous instruction. Zoom will occur for 1 or 1.5 hours between the hours of 6-9 p.m., M & W
  - In-person labs will take place on-campus. Live Zoom sessions are elective and not mandatory.

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  - An instructor will be assigned to facilitate sessions over Zoom to supplement your independent self-study. Zoom is synchronous instruction. Zoom will occur for 1 or 1.5 hours between the hours of 6-9 p.m., M & W
  - In-person labs will take place on-campus. Live Zoom sessions are elective and not mandatory.

### Hybrid Veterinary Assistant Certification Program with Clinical Externship

**NON-901E**  
$2,219  
NWCA exam voucher included, e-book included

This 100-hour Veterinary Assistant program introduces students to the exciting and growing field of veterinary medicine. Participants will gain practice in hands-on lab settings and complete a clinical externship. After the successful completion of this program, students will be prepared to sit for the NWCA exam, which is included in the tuition. Although listed as Asynchronous (self-study), an instructor will be assigned to teach the class once enrollment reaches six or more students. Should this happen, classes will meet over Zoom Mondays and Wednesdays from 6-7 p.m. or 7:30 p.m. and in-person labs will take place on-campus. Live Zoom sessions are elective and not mandatory.

- You will still maintain your self-study schedule.

**FN01**  
M/W  
**Remote & Asynchronous**  
Sep 18–Nov 6, 2023

**FN02**  
M/W  
**Remote & Asynchronous**  
Nov 6, 2023–Jan 15, 2024

**FN03**  
T/TH  
**Remote & Asynchronous**  
Oct 16–Oct 30, 2023

- If six or more students are enrolled:
  - An instructor will be assigned to facilitate sessions over Zoom to supplement your independent self-study. Zoom is synchronous instruction. Zoom will occur for 1 or 1.5 hours between the hours of 6-9 p.m., M & W
  - In-person labs will take place on-campus. Live Zoom sessions are elective and not mandatory.

- If six or more students are enrolled:
  - An instructor will be assigned to facilitate sessions over Zoom to supplement your independent self-study. Zoom is synchronous instruction. Zoom will occur for 1 or 1.5 hours between the hours of 6-9 p.m., M & W
  - In-person labs will take place on-campus. Live Zoom sessions are elective and not mandatory.
field of veterinary medicine. Students will learn about the care of animals as well as how to recognize signs of illness and disease. This program also covers interpersonal communication, interaction with clients and their animals, as well as how to assist the veterinarian during examinations. Administrative duties, such as fee collection, banking, and accounts payable are also emphasized to provide the student with the skills necessary to maintain an efficient front office. Students who complete this comprehensive course would be prepared to sit for the National Workforce Career Association (NWCA) Veterinary Technician (VET) Exam. The national exam is included in the tuition. Although listed as Asynchronous (self-study), an instructor will be assigned to teach the class once enrollment reaches six or more students. Should this happen, classes will meet over Zoom Mondays and Wednesdays from 6-7 p.m. or 7:30 p.m. and in-person labs will take place on-campus. Live Zoom sessions are elective and not mandatory. You will still maintain your self-study schedule.

**FN01**
M/W **Remote & Asynchronous**
Sep 18, 2023–Jan 22, 2024

If six or more students are enrolled:
An instructor will be assigned to facilitate sessions over Zoom to supplement your independent self-study. Zoom is synchronous instruction. Zoom will occur for 1 or 1.5 hours between the hours of 6-9 p.m. M & W.

In-person labs at the Charlestown main campus, 250 New Rutherford Avenue, Charlestown, MA (Room D316):

Lab Meeting Times:
M 6-9:30 p.m.
Nov 13–Dec 11, 2023

**Hybrid Dental Assisting Technician Program with Clinical Externship**
NON-900E **$1,419**
(NWCA exam voucher included) (e-book included)
60 hours online self-study plus 40 hours clinical externship

Begin a rewarding in-demand career with the BHCC Dental Assisting Program that familiarizes students with all areas of pre-clinical dental assisting and provides training in the professional skills required to function as an assistant in the dental practice. Topics include history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines. Students who complete this comprehensive course would be prepared to sit for the NWCA exam. Although listed as asynchronous (self-study), an instructor will be assigned to teach the class once enrollment reaches six or more students. Should this happen, classes will meet over Zoom Mondays and Wednesdays from 6-7 p.m. or 7:30 p.m. and in-person labs will take place on-campus. Live Zoom sessions are elective and not mandatory. You will still maintain your self-study schedule.

**FN02**
M/W **Remote & Asynchronous**
Oct 30, 2023–Jan 15, 2024

If six or more students are enrolled:
An instructor will be assigned to facilitate sessions over Zoom to supplement your independent self-study. Zoom is synchronous instruction. Zoom will occur for 1 or 1.5 hours between the hours of 6-9 p.m. M & W.

In-person labs at the Chelsea main campus, 70 Everett Avenue, Chelsea, MA (Room 402, 4th floor):

Lab Meeting Times:
M/W 6-9:30 p.m.
Nov 29–Dec 13, 2023

Please reach out to Lateia Johnson at lmjo8989@bhcc.edu if you are interested in any of these health careers.

**Hybrid Certified Personal Trainer Course** **$1,299**

Register online for this course by visiting bhcc.edu/certifiedpersonaltrainer/

Become a nationally Certified Personal Trainer! This challenging course is for candidates wanting live instruction with in-depth, hands-on practical lab to master the essential career skills and knowledge. The course consists of 16 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, equipment usage, health assessment and 16 hours of hands-on practical training labs with role playing drills on assessing clients, programming, performing proper exercises, presentation skills and more. In addition, you can get hands-on experience through an optional employer internship. The Hybrid CPT offers virtual lectures and ALL 5 in-person practical labs at a nearby gym.

W.I.T.S. (World Instructor Training School), an approved CEU provider for the American Occupational Therapy Association (AOTA), National Certification Board for Therapeutic Massage and Bodywork (NCBTMB), the International Association of Continuing Education and Training (IACET) and the American Council on Education (ACE), has recommended 3 undergraduate academic credits for this course. Textbook Cost is Separate: Howley, Edward T. and Thompson, Dixie L. 2017. Fitness Professional’s Handbook. 7th Edition with web resources (ISBN-13: 9781492523376). Publisher:

** For a complete listing of online courses and to register, go to bhcc.edu/cce-catalog
Human Kinetics, Champaign, IL. Cost is $104.95 + $9.95 shipping, for a total cost of $114.90 and must be purchased by the student. Students may buy the book at W.I.T.S. at 1-888-330-9487 or witseducation.com or purchase at amazon.com.

**Hybrid CPT - Weekend**
- **Start** – September 30, 2023
- **End** – October 28, 2023
- **BYE study weekend** – November 4, 2023
- **National Exam Date** – November 11, 2023
- **Virtual lectures** – 9 a.m.-12 p.m. EST
- **In-Person Practical skill labs** – 1-4 p.m. EST

**Hybrid CPT - Weeknight**
- **Start** – Tuesday, October 3, 2023,
- **End** – November 4, 2023
- **BYE study weekend** – November 8 & 11, 2023 (special new mid-course study week)
- **National Exam Date** – November 14 & 18, 2023
- **Written Exam** – 6:30-8:30 p.m.
- **Practical Exam** – 12–5 p.m.
- On Saturday at the gym location.
- **Virtual Lectures** – 6:30-9:30 p.m. EST, Tuesdays
- **In-Person Practical skill labs** – 12-3 p.m. EST, Saturdays

Check the landing page for course registration information: bhcc.edu/certifiedpersonaltrainer

**Medical Interpreter Program**
BHCC is offering a free Medical Interpreting program for people who are fluent in Spanish, Portuguese, Arabic, or Mandarin Chinese.

In collaboration with Brigham and Women’s Hospital, the program is:
- 60 hours of remote instruction and up to 20 hours prep for national exam - NBCMI (National Board of Certified Medical Interpreters)
- 40 hours Internship at BWH, dates to be determined; this is required to work in a hospital

Program will focus on the following languages
- Spanish
- Portuguese
- Arabic
- Mandarin Chinese
- Haitian/Creeole

Prospective students will need to show proficiency in one of these languages before they are eligible for enrollment.

Admissions requirements
- Pass the language fluency test and an oral assessment
- High school diploma or equivalent

- Proof of vaccinations for COVID-19 and Hepatitis B will be required before internship
- Program requirements: Students must be able to commit to 80% attendance and all R3 program requirements to successfully complete

Medical Interpreters have a projected occupational growth of 9% in the greater Boston area with an hourly wage range of $17-$20 per hour.

To find out about the start dates please visit the web page: bhcc.edu/workforce/career/medicalinterpreterprogram or reach out to Lateia Johnson at lmjo8989@bhcc.edu

**THE LANGUAGE INSTITUTE**

**English as a Second Language**

**Beginner English as a Second Language (BELL)**
These BELL offerings are non-credit courses for students with limited knowledge of the English language. Classes prepare English learners for college classes or life in the community. If your goal is to earn a certificate or degree at Bunker Hill Community College, advance at work or just start to improve your English skills, the BELL program is for you. Before registering, students must first create an account and then take a placement test. Visit bhcc.edu/bell and follow the five steps to register.

**Beginner Speak/Listen and Read/Write**

**BLL-001E** $389
This introductory course is for non-native speakers who want to begin learning English.

FM1 M/W 6-7:50 p.m. In-person
  - Sep 5–Dec 21, 2023
FS1 S 8:15 a.m.- 11:55 a.m. In-person
  - Sep 5–Dec 21, 2023

**Beginner English Language Learning 1**

**BEL-001E** $389
This Level 1 class provides the foundation for the four primary skills of reading, writing, speaking and listening. Related skills such as vocabulary, spelling, pronunciation, meaning and usage.

F01 T/TH 8-9:50 a.m. Remote
F03 M/W 11 a.m.–12:50 p.m. In Person
FM1 M/W 6-7:50 p.m. In Person
FS1 S 8:15 - 11:55 a.m. Remote
  - Sep 5–Dec 21, 2023

**Beginner English Language Learning 2**

**BEL-002E** $389
This Level 2 class will offer an integrated-skills approach to learning English. Students will read longer articles, discuss them in groups, answer

**For a complete listing of online courses and to register, go to bhcc.edu/cce-catalog**
comprehension questions and write paragraphs and short essays as well as practice listening and speaking skills.

F01 M/W 8-9:50 a.m. Remote
F03 T/TH 11 a.m.-12:50 p.m. In-person
FT1 T/TH 6-7:50 p.m. In-person
FS1 S 12-3:40 p.m. Remote

Sep 5–Dec 21, 2023

Beginner English Language Learning 3
BEL-003E $389
This Level 3 class offers an integrated-skills approach to learning English. Students will read longer articles and make short presentations. They will further develop their English language proficiency in grammar and vocabulary through reading, writing and discussion in the context of varying themes.

F02 T/TH 8-9:50 a.m. Remote
F05 M/W 11 a.m.-12:50 p.m. In-person
FM1 M/W 6-7:50 p.m. In-person

Sept. 5–Dec. 21, 2023

Beginner English Language Learning 4
BEL-004E (Not required for entrance into Academic ELL) $389
In BEL-004, students will continue developing the primary skills they learned in BEL-001 through BEL-003. They will strengthen writing skills using techniques such as writing multiple drafts, revising, editing and proofreading. The course will prepare students to deliver oral presentations to large groups using visual aids, secondary sources and level-appropriate vocabulary. Students will read articles, hold in-class discussions and debates, work in groups and write reflections in order to interact naturally in English.

This class offers considerable practice with pronunciation and accent modification.

F02 T/TH 9-10:45 a.m. In-person
FS1 S 12 p.m.-3:40 p.m. Remote

Sept. 5–Dec. 21, 2023

SOMERVILLE ESOL PROJECT
Bunker Hill Community College and The Welcome Project are offering no-cost English as a Second Language Classes through generous support from the City of Somerville.

To qualify for these classes, you must:
• Be a Somerville resident
• Be age 18 or older
• Document that you are from a low-income household

All levels of English learners are welcome!
The program will include customer service-focused training and job-seeking skills.

Day and evening classes will be held online at The Welcome Project in Somerville and at Bunker Hill Community College in Charlestown.

To find out about the start dates please visit the web page: bhcc.edu/somerville-esol

FREE Customer Service & Career Readiness Class
Upon completion of your FREE English course, you will enroll in the FREE Customer Service and Career Readiness Course. This is a hybrid course that will meet one day in person and two virtually. This course will cover the following topics:
• Understanding of professional behavior in a business setting
• Understanding of professional appearance and dress at work
• Learn the standards for actions and attitudes at work
• Learn the importance of business etiquette
• Learn how to make a positive first impression

Level 3 and Level 4 Somerville students are eligible to receive a stipend for attending and successfully completing the course.

To find out about the start dates please visit the web page bhcc.edu/somerville-esol/customerservicecareerreadinessclass or contact Sonia Sharma at ssha4746@bhcc.edu

THE LANGUAGE INSTITUTE
INTENSIVE ENGLISH CLASSES

TERM 1 (F11): Sep 5–Oct 20, 2023
TERM 2 (F21): Oct 31–Dec 21, 2023

Quickly improve your English skills with Intensive English classes to support your career or to enter college. In these classes, you will practice your reading, writing, speaking, and listening skills. There will also be instruction on grammar, pronunciation, and American culture.

Schedule for Fall 2023
Intensive English courses are offered in Terms 1 and 2. Each term is seven weeks in duration. The course runs 20 hours per week for seven weeks. Weekday classes are held Tuesday–Friday, 9 a.m.-2 p.m. There are four levels offered every seven-week term, from Beginner (001) to High Intermediate (004). Before registering, you must take a placement test to determine which level is best for you. If you are interested in Intensive
English classes and can dedicate 20 hours per week studying, please email IntensiveEnglish@bhcc.edu to schedule your placement test.

Total hours: 140 hours for 7 weeks of program.
The cost of a seven-week class is $1,115, which must be paid in whole at the start of classes.
There is no payment plan for these classes.

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Location</th>
<th>Start Date</th>
<th>End Date</th>
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</thead>
<tbody>
<tr>
<td>F11</td>
<td>T/W/Th/F</td>
<td>9 a.m.-2 p.m.</td>
<td>In-person</td>
<td>Sep 5–Oct 20, 2023</td>
</tr>
<tr>
<td>F21</td>
<td>T/W/Th/F</td>
<td>9 a.m.-2 p.m.</td>
<td>In-person</td>
<td>Oct 31–Dec 21, 2023</td>
</tr>
</tbody>
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**English Study for Au Pairs - Intermediate APU-003E**

The goal of this intermediate level course is to introduce learners to a variety of real-world vocabulary and text in various print and audio media; to help them recognize explicit and implicit meaning and humor; and to train them to generate clear, accurate, well-structured speech and writing on everyday subjects suitable for an increasingly broader range of audiences and purposes.

Total hours: 84 hours for 7 weekends (Saturday and Sunday).

Placement required before registration. Please email IntensiveEnglish@bhcc.edu to request placement testing.

To find out about the start dates please visit the web page bhcc.edu/workforce/languageinstitute/englishstudyforaupairs

**English Study for Au Pairs - High Intermediate APU-004E**

In this high intermediate course, students, continuing as independent users of English, will be able to understand the main ideas of complex text on both concrete and abstract topics. They will be able to interact with a level of fluency that makes regular interaction with native speakers possible. Learners will also be able to produce clear, detailed text on a range of subjects.

Total hours: 84 hours for 7 weekends (Saturday and Sunday).

Placement required before registration. Please email IntensiveEnglish@bhcc.edu to request placement testing.

To find out about the start dates please visit the web page bhcc.edu/workforce/languageinstitute/englishstudyforaupairs

**French**

**Beginning French**

Proper pronunciation is important for good communication. Beginning Conversational French will help you master the best pronunciations. Simply click on each word to hear it spoken. Every word and sentence is also written out phonetically. This course has been carefully crafted to ensure you will have no trouble pronouncing French words correctly. The first three lessons introduce the basics needed for most conversations in French, such as “please” and “thank you.” You will also learn numbers, days of the week, months of the year, and telling time.

Aug 16, 2023 Remote & Synchronous
Sep 13, 2023 Remote & Synchronous
Oct 18, 2023 Remote & Synchronous

For start dates, tuition, and registration, go to ed2go.com/bunkerhill/online-courses/conversational-french-beginner.

**Mandarin Chinese**

**Beginning Mandarin Chinese Intensive I (Levels 101–102)**

This class is designed for students who are interested in studying Mandarin Chinese at a fast pace, completing Beginning Chinese 101 and 102 in 12 weeks. Upon completion, a solid foundation will be established both in pronunciation (initials, vowels and most importantly, the tones) and fundamental knowledge of the Chinese characters. Students will be able to carry out basic greetings and some conversation on daily interactions and master about 120 Chinese words and expressions.

The textbook for this course is Integrated Chinese. The teacher will provide the connection.

Please view this link for available classes.
ChineseCultureConnection.org/chinese-language-school
CANNABIS CERTIFICATE PROGRAMS

Cannabis skills are in demand. The cannabis industry is creating thousands of exciting career opportunities yet a significant shortage of qualified professionals exists. Now you can gain the job skills you need to succeed in this fast-evolving industry.

Bunker Hill Community College has partnered with cannabis education platform Green Flower Media to produce credible cannabis programs. Green Flower’s content curriculum features trusted information and perspectives from industry-leading cannabis professionals, delivered in a format designed using best-in-class learning practices. We offer 3 different programs that develop focused and in-depth knowledge for those interested in a career in cannabis.

Cannabis Cultivation Specialist Certificate
Our 9-week online certificate program offers a comprehensive understanding of the cannabis industry and cultivation best practices. The program features a diverse range of learning resources, including engaging video lectures, informative readings, and interactive e-learning modules that equip you with the requisite skills and knowledge to excel in the thriving cannabis cultivation industry. Upon completion, you’ll have the credibility and knowledge necessary to establish a successful career in cannabis cultivation, work in indoor or outdoor grow operations, or even launch your own cultivation business.

Cannabis Retail Specialist Certificate
Delivered through a blend of engaging video lectures, comprehensive readings, and interactive e-learning modules, our 9-week online certificate program is exclusively taught by distinguished industry experts and operators. This program is designed to equip you with the fundamental knowledge of the cannabis supply chain, as well as the essential skills to succeed in the dynamic cannabis retail environment. By completing this program, you’ll acquire the credibility and knowledge required to build a rewarding career in cannabis retail, work in a dispensary, or even start your own dispensary.

Cannabis Extraction & Product Development Specialist Certificate
Our 9-week online certificate program, taught exclusively by renowned industry experts and operators, aims to empower you with the knowledge and skills necessary to become a highly-regarded and sought-after cannabis professional. With a focus on developing and manufacturing various cannabis products, including edibles, tinctures, and topicals, this program provides a comprehensive understanding of the cannabis supply chain and foundational skills required to excel in the industry.

Upon graduation you will earn a certificate of completion from Bunker Hill Community College.

For more information or to register, please visit cannabiseducation.bhcc.edu. Payment Plan Available.
Online Learning through BHCC’s Content Partner
Professional Development and Job Training Programs
ed2go ONLINE LEARNING

In partnership with our content partner, ed2go, we offer a wide range of highly engaging, interactive, and relevant non-credit courses that you can take entirely online.

You may choose self-paced or instructor led. All of our courses include expert instructors, many of whom are nationally known authors.

These online courses are affordable, fun, fast, convenient, and geared just for you.

• Instructor-facilitated
• Convenient—Classes from the comfort of your own home
• Accessible—24/7/365 Access
• Engaging—Online discussion areas
• Project-oriented—Courses include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more.

The following course descriptions are a sampling of the more popular online offerings. These classes are provided through BHCC’s content partner, ed2go, and students register through ed2go.

For more information and to register, visit careertraining.ed2go.com/bhcc

In-Demand Career Training Online Programs

Prepare for employment in some of today’s hottest careers with a comprehensive, affordable and self-paced online career training program. You can begin these programs at any time and learn at your own pace. These classes are provided through BHCC’s content partner, ed2go, and students register through our ed2go and BHCC partner site.

Advanced Careers Training Drop Policy:
WITHIN THE 10 DAY GRACE PERIOD

Students enrolled in an Advanced Career Training Program have 10 calendar days from the date they sign their Student Enrollment Agreement to advise ed2go of any need to drop their program for a refund. During this time frame, students can submit their drop/refund request to their Student Advisor.

Please note:

• The 10-day refund policy may not apply to all programs. Some programs are non-refundable once the student has received a start date for the program.
• Students may be responsible for material costs, if materials are not returned to ed2go, or received back in less than new condition.

All students who enroll in the Advanced Career Training Program must sign an SEA before they begin their career program. Please see the Student Enrollment Agreement here: ed2go.com/career/student-agreement

ed2go’s refund policy is subject to change. Please check with ed2go’s Student Advisor for the latest refund policy.
For a complete listing of online courses and to register, go to bhcc.edu/cce-catalog

Certified Medical Administrative Assistant with Medical Billing and Coding (Vouchers Included) $3,695
Administrative healthcare workers are in high demand. Whether you are just starting your career or transitioning into a different field, there has never been a better time to become a Certified Medical Administrative Assistant or work in medical billing and coding.

Certified Professional Life Coach (Exam Included) $1,895
This certification course teaches the critical skills needed to establish a successful business as a certified life coach. Upon course completion, you will receive the Certified Professional Coach (CPC) certification issued through the International Association of Professional Recovery Coaches (IAPRC).
https://careertraining.bhcc.edu/training-programs/certified-professional-life-coach/

Certified Residential Interior Designer $2,145
Prepare for a career as a residential interior designer by learning the basics of good design, getting familiar with design styles and movements, exploring the materials that interior designers use, and putting your knowledge to work as you create your own design concept for a family room.
https://careertraining.bhcc.edu/training-programs/residential-interior-designer-course-online/

Entrepreneurship: Start-Up and Business Owner Management (Voucher Included) $2,795
Build a strong foundation in the skills needed to succeed as an entrepreneur. You’ll learn how to use financial techniques, legal structures, funding sources and more to grow your start-up business.
https://careertraining.bhcc.edu/training-programs/entrepreneurship-start-up-business-owner-management-voucher-included/

Freight Broker/Agent Training $1,895
Prepare to enter the freight/logistics industry. This program will provide the foundation to start your own freight broker business or become a freight agent.
https://careertraining.bhcc.edu/training-programs/freight-broker-training/

HVAC/R Technician (Voucher and tools Included) $4,395
This course will train you to service, maintain, and troubleshoot complex heating, ventilation, and In-Demand Career Training Online Programs

WORKFORCE HIGHLIGHT

BHCC ENTERPRISE CENTER FOR ENTREPRENEURSHIP AND TRAINING (ECET)
BHCC Enterprise Center for Entrepreneurship and Training (ECET) will support residents and small diverse businesses in Chelsea, Everett and adjacent communities. The ECET will provide business guidance, assistance in multiple languages with online consultation, and workshops to address talent recruitment and innovation planning. Small businesses make up most of the area’s economic base, but they have been devastated by COVID-19, especially the small business in communities of color.

The Center will provide much needed small business guidance and assistance in multiple languages through online consultation, and workshops to address talent recruitment, career readiness, business planning and innovation planning.

The Center for Entrepreneurship evolved out of a small business needs assessment by the Metropolitan Area Planning Council.

A comprehensive analysis of the existing conditions as well as a demographic review was conducted. Based on recommendations from the assessment, BHCC will develop the center to connect and support the supply and demand cycle of the workforce. The BHCC Center for Entrepreneurship and Training is targeted to communities most acutely impacted by COVID-19. Supporting the needs of small businesses is an essential investment for the recovery and revitalization of these communities. The ECET is designed to support diverse small businesses, laid off and underemployed community members by connecting them to training and to each other. It’s critical for small businesses to find the dedicated employees they need to recover and grow their businesses. Workshops will be tailored to small business and community needs to aid with technology, online consultation, and non-credit and credit training.
In-Demand Career Training Online Programs/Online Professional Development Bundles

Additional Information
For a complete listing of online courses and to register, go to bhcc.edu/cce-catalog

In-Demand Career Training Online Programs

Online Professional Development Bundles

To register, go to: ed2go.com/bunkerhill

These online classes are offered through our content partner, ed2go. They are affordable, fun, fast, and convenient. The following drop policy is for non-Advanced Career Training programs.

DROP POLICY:

• ILC Stand-alone Course and SPT: Enrollments can be dropped and refunded for up to thirteen (13) calendar days after the session access start date as shown in the OAC provided the following:
  o Student has not submitted a final exam
  o Student status is not complete

• ILC Bundles: A drop of an entire bundle is allowed within thirteen (13) calendar days of the original course access start date for the first course in the bundle provided the student has not completed any of the courses in the bundle. The bundle must be treated as a single registration. Individual courses within the bundle cannot be dropped.

QuickBooks Online Series $250
Master the fundamentals and more advanced functions of QuickBooks Online. Create statements, use batch invoicing and manage journal entries.

Microsoft Excel 2019 Series $390
This course bundle will introduce you to Microsoft Office Excel 2019 and teach you its intermediate and advanced features.

SQL Series $230
SQL is one of the most requested skills from today’s data-driven employers. Learn the coding language in these easy-to-follow online courses.

Oracle SQL and PL/SQL + Python Developer + Java Programmer $2,595
Master Oracle Programming in this combined online training. As the perfect starting point for those wanting to learn SQL, PL/SQL, Java and Python programming.

Certified Digital Marketing Professional (Voucher Included) $1,995
Learn search engine optimization, content marketing, social media marketing, mobile marketing, pay-per-click (PPC), conversion optimization, digital analytics, and email marketing to get a holistic understanding of digital marketing.

Medical Terminology Series $245
Prepare for a career in the health service industry by learning essential medical terminology.

Accounting Fundamental Series $230
Demand for accounting professionals currently exceeds supply. If you are interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you.

Accounting with QuickBooks Online Suite $480
This comprehensive course will teach you the basics of accounting with QuickBooks Online, the most widely used accounting software for small business owners.

Photography Suite $335
Learn everything from photography fundamentals to advanced portrait techniques to progress your photography hobby or turn it into a business.

Grant Writing Suite $355
This series will give you the skills you need for effective grant writing. Learn from an experienced grant writer how to best present information in grant proposals to raise needed funds. After developing a good grant writing foundation, you’ll discover the steps you can take to become an in-demand grant writing consultant, including what services to offer, how to set fees, and how to find clients to start your own business.

For a complete listing of online courses and to register, go to bhcc.edu/cce-catalog
Online Courses in Six Weeks

The following course descriptions are a sampling of the more popular online offerings. For more information and to register, visit ed2go.com/bunkerhill

**Fundamentals of Supervision and Management** $135
This course provides skills in managing time, delegating responsibility, motivating your employees, solving problems and resolving conflicts so you can accomplish your job more effectively.

**Computer Skills for the Workplace** $129
Gain a working knowledge of the computer skills you will need to succeed in today’s job market.

**Creating WordPress Websites** $129
Discover how to easily create blogs and websites with the popular free WordPress platform.

**Introduction to Python 3 Programming** $129
Learn powerful graphic design techniques and build websites that are both attractive and effective.

**Discover Sign Language** $115
Discover the fun of learning sign language and using your hands to communicate with deaf people.

**Effective Business Writing** $135
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

**Grammar Refresher** $115
Develop your English grammar skills and take your writing and speaking to the next level of excellence in this course.

**Human Anatomy and Physiology** $135
Gain a greater appreciation and understanding of the marvelous complexity of the human body.

**Spanish for Medical Professionals** $135
This course provides knowledge of basic medical phrases to help you better communicate with the Spanish-speaking community.

**Administrative Assistant Fundamentals** $129
This course will help you master essential job responsibilities as you identify opportunities and implement solutions for increased productivity throughout your company.

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**Parking Permits**

Student parking is available in lots 1 and 2 on the Charlestown Campus, seven (7) days per week, from 6 a.m.–11 p.m. These lots are owned by the City of Boston and managed by ABM Parking Services. You may buy either a daily pass, at $15 per day or a semester parking pass at $80.

To purchase the daily permit at $15 per day, you must download the ParkMobile mobile app on your phone. Go to the App store – either Android or Apple – and download the ParkMobile app. With the app downloaded, you will drive to the campus.

Once you arrive at parking lots 1 or 2 at BHCC, launch the app and purchase your permit. The Zone # is 5850. Once you buy it, you are good to park.

A parking lot attendant may be present to assist as needed. The parking is good for the whole day until 10:30 pm. Park first, launch the ParkMobile app, and purchase the permit.

To purchase a semester parking pass at $80, please visit bhcc.edu/parking. Rates are subject to change.

If you are parking at the Chelsea campus, follow the above Instructions. Print the confirmation out and place it on your dashboard as proof of purchase. You may trade it in for a hang tag as used in the Charlestown Campus lots.

Enter the student parking at Second Street. Look for one of 29 parking spaces designated as “Reserved BHCC Student/Sticker Parking”. Do not park in BHCC Faculty/Staff spaces.

Bunker Hill Community College is not responsible for any damages and/or theft of any vehicle. Purchase of a permit does not guarantee availability of a parking space.

For any questions or concerns, call ABM at 617-482-2487 or see the parking lot attendant.
Cancellation and Refund Policy:
Community Education
Students may cancel enrollment in a Community Education course before the first class meeting and receive a refund, minus a 3% service fee. No refund is given once class starts. Refund requests must be made through email by the student to: commed@bhcc.edu.

The college may cancel a class due to low or no enrollment. Students will be notified of the cancellation within 24–48 hours prior to the start of the class. In this case, students receive a full refund. If a student has paid by credit card, refunds are automatically credited to the same credit card.

ed2Go and Cannabis programs have different refund policies.

For ed2Go refund policy, please visit bhcc.edu/workforce/career

For Cannabis certificate programs, refunds requested within seven (7) calendar days commencing from the registration date, will be refunded the full tuition amount. Refund requests must be made through email by the student to bhcc@cannabisstudiesonline.com.

Intensive English and Basic English Language Programs
Prior to class start and up to 3 days after class start: Full refund minus 3% administrative processing fee. After class start: No refund. Seat transfer only.

F-1 Students: If you were not able to receive your visa in time to attend the term, you must notify the Intensive English Program immediately so that we can transfer your seat or issue a refund.

Student Benefits
Students who register for non-credit courses through our Elevate registration platform are considered Bunker Hill Community College students. As such, you have access to all services available to you at the college. These include, but not limited to:

- Wi-Fi Access
- Library
- Academic Computer Lab*
- Fitness Center
- Student Clubs
- Language Lab

*To access these services you must set a Bunker Hill email and self service account. For more information visit: bhcc.edu/workforce/bhcstudentemailandaccountsetup

Get Your BHCC Student ID Card
For Fall 2023 non-credit students taking classes on campus should obtain a BHCC Photo ID. Please visit: bhcc.edu/studentcentral/bhccidcard for instructions.

For assistance contact:
Student Central
Charlestown Campus, Second Floor,
B-Building Lobby
617-228-2370
StudentCentral@bhcc.edu
bhcc.edu/studentcentral

Set Up Your BHCC Account & Accessing College Wi-Fi
As a non-degree student, you should set up your BHCC account to perform business at the college and gain access to Wi-Fi. Instructions on how to set up your account are found here: bhcc.edu/workforce/bhcstudentemailandaccountsetup. Once you get to the page, scroll down to the section titled, “BHCC Self Retrieval Account Set Up”. Once you have self-retrieved your username and password, you are all set. If you have any issues with the self-retrieval process, you may contact the Helpdesk at helpdesk@bhcc.edu or 617-228-3441. Emailing the Helpdesk is faster. Once you have completed the password set up, you will be able to access the school’s Wi-Fi using your username and password.

Emergency Policy
The college may cancel classes due to emergencies. All students should sign up to BHCC Emergency Alerts to obtain info about class cancellations and any other news. visit: bhcc.edu/alertsignup
Affirmative Action and Equal Opportunity Policy

Bunker Hill Community College is an affirmative action/equal opportunity institution and does not discriminate on the basis of race, creed, religion, color, sex, sexual orientation, gender identity, age, disability, genetic information, maternity leave, and national origin in its education programs or employment pursuant to Massachusetts General Laws, Chapter 151B and 151C, Titles VI and VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972, Section 504, Rehabilitation Act of 1973, Americans with Disabilities Act, and regulations promulgated thereunder, 34 C.F.R. Part 100 (Title VI), Part 106 (Title IX) and Part 104 (Section 504). Inquiries concerning application of the above should be directed to Nahomi Carlisle, Esq., Associate Vice President, Chief Equity and Compliance Officer, Affirmative Action Officer and Section 504/ADA Coordinator, at 250 New Rutherford Avenue, Charlestown Campus, Room A307, Boston, MA 02129, phone: 617-228-3311; email nahomi.carlisle@bhcc.edu; for Title IX inquiries contact Carl Marcelin, Deputy Title IX Coordinator, phone: 617-228-2127; email carl.marcelin@bhcc.edu.

Workforce and Community Education
Division of Workforce and Economic Development

Chelsea Campus
70 Everett Avenue
Chelsea, MA 02150
Phone: 617-228-2462
Fax: 617-228-2080
Email: commed@bhcc.edu

For inquiries about Community Education courses, email commed@bhcc.edu

For inquiries about Intensive English courses, email IntensiveEnglish@bhcc.edu

For inquiries about Basic English Language (BELL) courses, email Jenny Bobea at jenny.bobea@bhcc.edu or commed@bhcc.edu

For inquiries about Adult Education, email Michelle Rojas Surin at mrojassu@bhcc.edu

If you are an employer, interested in customized training, internships or connecting with our programs and faculty, please email us at: employerinquiries@bhcc.edu

If you are an employer who wants to post a job, please go to this link to set up a job posting account.

Joinhandshake.com

bhcc.edu/cce-catalog