NEW! Introduction to Personal Computers in Spanish

¡NUEVO! Introducción a las computadoras personales en español

NEW! Introduction to Personal Computers in Portuguese

NOVO! Introdução à Computação em Português

see page 4
Community Education

The Office of Community Education at Bunker Hill Community College (BHCC) provides a wide range of lifelong learning and enrichment opportunities for our community by offering classes and programs that are designed with you in mind. Our classes are conveniently scheduled, low cost and taught by talented professionals.

Regardless of your age or educational goals, we offer a class that will keep you current with today’s trends and technologies, help you get ahead in your life and your career, or allow you to simply enjoy yourself.

To enroll in these non-credit courses, there is no state residency requirement, nor is financial aid available. Please note that payment is due in full at registration. If there is a class you would like to take or teach that is not featured, please contact us. For an up-to-date listing of Community Education classes, times, dates, descriptions and to register for a class, visit us online at bhcc.mass.edu/ce.

The Office of Community Education is located in the H-Building. Shuttle buses are available from the B-Building on the Charlestown Campus to the H-Building as well as to the Chelsea Campus.

Telephone: 617-228-2462
Fax: 617-228-2080
Website: bhcc.mass.edu/ce
Email: commed@bhcc.mass.edu
Office Hours: Monday-Friday, 8:30 a.m.-4 p.m.

PARKING PERMITS
Students enrolled in short-term (5 weeks or less) non-credit courses are not required to purchase a parking permit. However, they must request a temporary parking permit. Individuals registering by mail, phone or fax should request a permit prior to the first class meeting by emailing the Office of Community Education at commed@bhcc.mass.edu. Vehicles parked in BHCC parking areas without a current, valid parking permit will be ticketed and/or towed. No warning notices are given.

REFUND POLICY
Students may cancel enrollment in a Community Education course within two (2) working days prior to the first class meeting and receive a full refund. No refunds will be given after that time.

All Bunker Hill Community College students are now eligible for a BHCC OneCard from Higher One. The cards serve as official BHCC Student ID Cards. The BHCC OneCard is the only means of obtaining refunds for students not paying by credit card.

Students who wish to obtain a BHCC OneCard for refunds or for identification purposes have their photograph taken in the Library. For further assistance with OneCard on the Bunker Hill Community College campus, please call the Library at 617-228-2213.

In order to receive a refund, students must first activate their BHCC OneCard from Higher One (bhcconecard.com). For assistance, please call 877-479-1731.

If students have paid by credit card, the Student Payment Office will automatically credit the enrollee’s account.

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Basic English as a Second Language

To register for any non-credit Basic English as a Second Language course, students must first take a placement test in the Assessment Center, Room B118. Classes begin January 26, 2015, and end May 22, 2015.

Basic Speak/Listen
BLL-001
$229
This course is for beginners who wish to improve their conversation and pronunciation skills. Students will practice their conversation skills by speaking about interesting topics and improve their pronunciation skills with pronunciation drills. This course should be taken with Basic Read/Write (BLL-002).

M1 LEC M, W 6-7:15 p.m. H125 K. Taligan
S1 LEC SAT 9-11:45 a.m. H148 F. Buteau

Basic Read/Write
BLL-002
$229
This literacy course is for non-native speakers of English. Students learn basic writing and reading skills that will include letter and word recognition, spelling and reading comprehension. Students will also learn introductory grammar. This course should be taken with Basic Speak/Listen (BLL-001).

M1 LEC M, W 7:30-8:45 p.m. H125 K. Taligan
S1 LEC SAT 12:15-3 p.m. H148 F. Buteau

Speak/Listen I
BSL-001
$229
The emphasis in this class is general English. Students will practice speaking about formal and informal topics such as employment, education and everyday life. They will complete listening exercises and answer comprehension questions. Students will read, write and learn basic grammar.

01 LEC T, TH 11:30 a.m.-12:45 p.m. H125 TBA
02 LEC F 8:30-11:15 a.m. E140 TBA
M1 LEC M, W 6-7:15 p.m. H147 TBA
S1 LEC SAT 9-11:45 a.m. H120 J. Sanchez
SU LEC SU 9-11:45 a.m. B104 TBA
T1 LEC T 6-8:45 p.m. H120 J. Joachim
03 LEC M, W 8:30-9:45 a.m. H148 TBA

Read/Write I
BSL-002
$229
The emphasis in this class is general English. Students will read and write using beginning reading materials. They will learn to identify main ideas and supporting information, and write sentences and paragraphs as well as learn basic grammar.

01 LEC M, W 7-8:15 a.m. B106 TBA
02 LEC T, TH 10-11:15 a.m. H152 TBA
H1 LEC TH 6-8:45 p.m. H120 TBA
M1 LEC M, W 7:30-8:45 p.m. H147 TBA
S1 LEC S 12:15-3 p.m. H120 J. Sanchez

Speak/Listen II
BSL-005
$229
The emphasis in this class is general English. Students will learn to speak about formal and informal topics such as work, home, school and places around town such as clinics, supermarkets and the library. They will learn to listen to and understand beginning to high-beginning listening materials and write sentences and short pieces. Students will also learn grammar.

70 LEC M, W 8:30-9:45 a.m. 121 S. Crisci
Class meets at the Chelsea Campus.
02 LEC F 8:30-11:15 a.m. H120 P. Shute
03 LEC M, W 11:30 a.m.-12:45 p.m. M104 P. Benedict
M1 LEC M, W 6-7:15 p.m. H120 P. Benedict
S1 LEC SAT 9-11:45 a.m. H147 B. O’Brien
SU LEC SU 9-11:45 a.m. B105 TBA
T1 LEC T 6-8:45 p.m. H155 P. Benedict

Read/Write II
BSL-006
$229
The emphasis in this class is general English. Students will learn to read and understand high-beginning reading materials and answer comprehension questions. They will learn to write sentences, paragraphs and short compositions in everyday English, workplace English and academic English. Students will also learn grammar.

70 LEC M, W 10-11:15 a.m. 109 S. Crisci
Class meets at the Chelsea Campus.
02 LEC F 11:30 a.m.-2:15 p.m. H120 P. Shute
03 LEC M, W 1-2:15 p.m. M104 TBA
H1 LEC TH 6-8:45 p.m. H152 TBA
M1 LEC M, W 7:30-8:45 p.m. H120 TBA
S1 LEC SAT 12:15-3 p.m. H147 B. O’Brien
SU LEC SU 12:15-3 p.m. B105 TBA

Speak/Listen III
BSL-010
$229
The emphasis in this class is academic English. Students will practice speaking about familiar and unfamiliar topics in different situations such as employment and
Read/Write III
BSL-011
$229
The emphasis in this class is academic English. Students will learn to read and understand high-beginning to low-intermediate materials; they will learn to answer questions and draw inferences and conclusions. Students will learn the process-writing model and write compositions with an introduction, a body and a conclusion. They will also learn grammar.

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Grammar and Vocabulary II
BSL-012 $229
This course is for BSL-010 and BSL-011 students who wish to improve their conversation and pronunciation skills. Students will practice their conversation skills by speaking about interesting topics and improve their pronunciation skills with pronunciation drills.

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LANGUAGES AND CULTURE

Beginning Spanish I
LNG-400 $129

This course is for students with little or no background in the Spanish language, this course focuses on the acquisition of basic listening, speaking, reading and writing skills within a cultural framework.

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Beginning Spanish II
LNG-400A $129
Continuing LNG-400, Beginning Spanish II focuses on furthering the acquisition of basic listening, speaking, reading and writing skills within a cultural framework.

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LANGUAGES AND CULTURE

Starting Spanish I
LNG-400 $129

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Beginning Spanish II
LNG-400A $129
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TEST PREPARATION

SHRM Learning System® – SHRM-CP™ and SHRM SCP™ Certification Preparation Course
BSN-124 $1,200

Offered in partnership with the Society for Human Resource Management (SHRM), the curriculum is designed by global subject matter experts and covers the entire SHRM Body of Competency and Knowledge™ (SHRM BoCK™) which encourages HR professionals to acquire the competencies and knowledge they’ll need to perform their jobs effectively and achieve career success. The course is designed to help you learn and retain the material effectively and efficiently by combining the best exam preparation system with expert instruction and peer discussion.

As part of the course, you will receive the new 2015 SHRM Learning System for SHRM-CP/SHRM-SCP. Composed of comprehensive learning modules in print and e-reader formats, and advanced online resources, these study materials streamline study time, accelerate learning and build confidence for passing the SHRM-CP/SHRM-SCP exam.

The course fee includes study materials and books. For more information, see bhcc.mass.edu/ce.

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TOEFL Preparation
TFL-101 $235

TOEFL-101 features up-to-date, realistic practice tests and cooperative learning strategies designed to help
students develop the listening, writing, speaking and reading skills required for the TOEFL test. Students will learn critical thinking skills and strategies that will help them feel confident and prepared. Course curriculum is based on the TOEFL Internet-based Test (iBT).

T1 Tuesdays, Thursdays 6-8:30 p.m
H147 March 31-May 19

HiSet (formerly GED®) Preparation
GED-104A $235

To prepare for the Massachusetts Department of Education’s High School Equivalency Test, 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, the cost of which is not included in the fee. There is also a separate fee for testing. These classes meet in the H-building.

T1 Tuesdays, Thursdays 6-9 p.m. L. Opuka
H147 February 3-March 17
S1 Saturdays 9 a.m.-1 p.m. B. Fox
H125 March 7-May 16

CAREERS, FITNESS AND SAFETY

Bartending
WCE-301 $195

This class will present the basic principles of bar organization and equipment. Students will learn to serve drinks and cocktails properly as well as to prepare frozen drinks and non-alcoholic beverages using state-of-the-art equipment. All class sessions will be conducted in a simulated bar environment. Each student will receive a certificate upon completing the course.

SU Sundays 1-4 p.m. K. Hanley
E421 March 29-May 10

Pre-License Real Estate Sales
WCE-473 $350

This 40-hour class is geared to the individual seeking to become a real estate salesperson. The class covers all the areas necessary to prepare participants for taking the Massachusetts Real Estate Salesperson’s Examination. Students who successfully complete the mandatory 40-hour class will receive a certificate and be certified to sit for the examination. Attendance at every class is required. Meets in the H-building.

M1 Mondays, Wednesdays 6-9 p.m. D. Ceruolo
H130 April 8-May 20

Principles of Special Education
Laws and Regulations
WCE-251 $45

This class is designed to prepare students for the educational challenges of a child who has a learning disability. In Massachusetts, the special education system is based on the federal special education law and the Individuals with Disabilities Education Act (IDEA), in combination with the state’s special education law, MGL c. 71B. These laws protect students with disabilities who are eligible for special education and guarantee them an Individualized Education Program (IEP) designed to meet their unique needs. Content will examine special education laws and regulations, IEP and 504 plans and the evaluation process and timeline.

S1 Saturday noon-3 p.m. L. D’Ambrosio
TBA May 9

Beginning Tennis
FSR-508 $99

This class will introduce the beginning tennis player to the fundamentals of the game. It will cover forehand and backhand strokes, stance and serve and effective net techniques. Please bring your own tennis racquet; some spare racquets will also be available. Tennis balls will be provided. Class is limited to 16 students.

S1 Saturdays 9:30-11:30 a.m. H. Dubey
Class meets at the tennis courts outside G-Building. April 18-May 16

Motorcycles: Basic Rider Course
Motorcycle Safety Training
$325

This 15-hour two-day course, which includes five hours of classroom study and 10 hours of riding, is designed to teach the sport of motorcycling. Classroom sessions will cover motorcycle controls, basic riding skills, street strategies and turning and braking techniques. Riding sessions will cover straight-line riding, turning, shifting and stopping as well as crash avoidance maneuvers. A training motorcycle (250cc or less), helmets and course books are included with tuition. Participants must have a motorcycle learner’s permit. Classes are held on weekends from April to September. For more information or to register for the course, contact Mass Motorcycle School at 844-744-RIDE (7433) or visit massmotorcycleschool.com.

Weekends 8-4 p.m.
B110 April to September
COMPUTER TRAINING

NEW Introduction to Social Media
CPT-213 $112
This course will provide students with an overview of social media tools such as Twitter, Facebook, blogs, Vine and YouTube. Students will explore the possibilities and limitations of social media and gain hands-on experience using these tools. They will also learn best practices for creating and disseminating content. Please bring a flash drive to all classes.
SU Sundays noon-3:50 p.m. N. Moro D121B February 15-March 8

NEW Introduction to Windows 8 and Office 2013
CPT-215 $112
This course will provide a broad introduction to Microsoft’s latest operating system, Windows 8.1. Topics will include using File Explorer and Desktop Apps to create, rename, move, copy and save files; customizing and managing user accounts; and using Windows Store Applications. Other areas covered will include personalization of the Windows 8.1 Start Screen, Windows utility applications and printing and integration of Cloud-based storage with Microsoft OneDrive. Students will be introduced to the Microsoft Office 2013 suite of products: Word, Excel, PowerPoint and Access. The course will also include Windows 8.1 implementation on other hardware platforms, such as tablets and smartphones. Please bring a flash drive to all classes.
SU Sundays noon-3:50 p.m. W. Cronin D121B March 29-April 12

NEW Introduction to Cloud Computing
CPT-217 $112
Intro to Cloud Computing will introduce the concepts of Cloud computing and Internet-enabled applications, the mechanisms of storage and backup in the Cloud and basic security measures used to protect data in the Cloud. Cloud applications from Microsoft and Google will be introduced, as well as cloud-based Software as a Service such as Evernote for note taking and archiving and Dropbox for data storage and access. Please bring a flash drive to all classes.
SU Sundays noon-3:50 p.m. L. Miller D121B May 3-May 17

NEW Introduction to Keyboarding
CPT-200 $112
This course focuses on keyboarding skill. Students will be encouraged to use the appropriate techniques to learn to type without looking at the computer keyboard or screen. Timed writings at the end of each lesson will help students to increase speed while maintaining accuracy. Emphasis will be on proofreading from the original copy. Some exercises on basic English grammar, spelling, and punctuation will be included. Eight weeks, meets at the Chelsea Campus. No class March 21 for spring break.
S1 Saturdays 10:15 a.m.-12:15 p.m. C. Jordan 206 Chelsea Campus February 28 – April 25

Introduction to Personal Computers
CPT-201 $112
Designed for the beginner, this hands-on course will introduce students to personal computers. Windows, various types of software and software basics will be covered. Students will also be introduced to naming, saving, retrieving, printing and managing files. Microsoft programs will be used to cover the basics of word processing, database management and spreadsheets. Please bring a flash drive to the first meeting.
M1 Mondays 6-9 p.m. TBA D117 February 23-April 6

NEW Introducción a las computadoras personales en español
CPT-201B $112
Diseñado para el principiante, esta práctica en curso introducirá a los estudiantes a las computadoras personales a los hispanohablantes. Cubrirán Windows, se varios tipos de software y software básico. Los estudiantes también serán introducidos a nombrar, guardar, recuperar, imprimir y administrar archivos. Microsoft Office 2013 programas serán utilizados para cubrir los conceptos básicos de procesamiento de textos, hojas de cálculo de gestión de base de datos y la navegación por Internet. Favor de traer una unidad flash a la primera clase.
70 Tuesdays, Thursdays 3:55-5:10 p.m. J. Silva 207 Chelsea Campus February 10-March 12

NEW Introdução a Computação em Português
CPT-201C $112
Projetado para o principiante, este curso práctico vai apresentar aos alunos os computadores pessoais para falantes de Português. O Windows, vários tipos de software e software básico serão ensinados. Os
alunos também serão introduzidos para nomear, salvar, recuperar, imprimir e gerir arquivos. Os programas de Microsoft Office 2013 serão utilizados para explicar as noções básicas de processamento de texto, gestão de planilhas de banco de dados e navegação na internet. Por favor, traga uma Pen USB para a primeira aula.

Microsoft Excel 2013
CPT-204 $112
Learn to format worksheets and develop charts and graphs from your data without cumbersome conversions. This popular spreadsheet program is useful for both the office and the home. Participants will learn to create budgets and put some zip into proposals by entering data and learning the powerful calculation and sorting functions that Excel offers. Bring a flash drive to the first meeting. Prerequisite: Familiarity with computers.

H1 Thursdays 6-9 p.m. M. Griffin
D119 February 12-March 19

Advanced Microsoft Excel 2013
CPT-204B $112
This course will teach advanced Microsoft Excel applications. Through instructor-led or self-paced, step-by-step instruction, participants will learn how to perform “what if” analyses, create PivotTables, exchange data with other programs and control worksheet properties and calculations. Please bring a flash drive to each class. Prerequisite: Microsoft Excel (CPT-204).

H1 Thursdays 6-9 p.m. M. Griffin
D119 April 2-May 7

Microsoft Word 2013
CPT-203 $112
This class introduces students to the basics of Microsoft Word. Participants will create and edit business and personal documents, letterhead, résumés, labels and flyers. They will also learn to use the Internet to access information and find clip-art, which they will incorporate into documents and flyers. Bring a flash drive to each class.

W1 Wednesdays 6-9 p.m. M. Griffin
D121B February 18-April 1

VIDEO GAME DESIGN
for high school students
NEW Maya Foundations–Module 1
CPT-121 $170
This module is the first of three modules designed to provide instruction on creating animated 3D objects using the Maya 3D software tool. Module 1 will instruct the student on the Maya workspace interface, the menu options, the placement and purpose of each of the special-purpose panels required to operate Maya as a software design tool. The student will also be taught the object construction components and the roles of each in the practice of creating 3D models. The student will also be instructed in the tools and techniques used to modify the construction components into a desired shape such as a boat, an automobile, a building, a character or whatever shape is desired as an outcome. The student will also delve into the art of creating and assigning colors and lighting to an object or scene. Five weeks.

T1 Tuesdays, Thursdays 3:55 p.m.-5:15 p.m. TBA
D115 January 27-February 26

NEW Maya Foundations–Module 2
CPT-123 $170
This module will be a continuum of Maya Foundations, Module 1. It will focus on further manipulation of polygon objects and also introduce the fundamentals of using NURBS (or curves) modeling techniques for object modeling. The student will be instructed in the purposes and various ways of incorporating both techniques into a completed scene. This module will also instruct the student in the beginning techniques for compositing objects and for animating objects, lighting and object colors in a scene. Prerequisite: Maya Foundations–Module 1. Five weeks.

T1 Tuesdays, Thursdays 3:55 p.m.–5:15 p.m. TBA
D119 March 3-April 2
No class week of March 16 due to Spring break

NEW Maya Foundations–Module 3
CPT-125 $170
This module will add to the previous two modules by introducing more advanced modeling and animation techniques such as deformations, rigid body, cloth creation, wind and gravity control upon objects. The object animations in this module will include multiple objects and how they can collide with other objects to obtain real-world collision effects. Module 3 will also provide instruction of the creation and application of texture shaders to make a 3D object appear as a brick wall, an old wooden bench, an orange on a table, a glass filled with milk, or a sky full of stars. If you can imagine it, you can create it. Prerequisite: A basic understanding of computers. Five weeks.

T1 Tuesdays, Thursdays 3:55 p.m.-5:15 p.m. TBA
D115 April 7-May 7

HEALTH AND MEDICAL RELATED PROGRAMS
Basic Life Support (BLS) for Healthcare Providers
FSR-108 $67
This one-day course presents the American Heart Association BLS for Healthcare Providers CPR and AED program. Students will learn the skills needed in order to respond to adults, children and infants experiencing cardiac emergencies and choking. Skills include one- and two-person CPR, use of a mask for ventilation and Automated External Defibrillator. Program includes both
skill tests and written test; written test requires students to read English at approximately the 10th grade level. Students who need extra time to complete the tests may need to stay beyond the end of the scheduled class time. Text is BLS for Healthcare Providers (Student Manual), published in 2011; older editions are not acceptable. Students may purchase book in advance; instructor will also have books for sale on day of class. Those who successfully complete the program will receive a two-year certification card. BHCC will send the card approximately one week after the end of the class.

S1 Saturdays 9 a.m.-1 p.m. TBA
Room TBD March 28

S2 Saturdays 9 a.m.-1 p.m. TBA
Room TBD May 9

Medical Interpreting Certificate Program
WCE-375 $1,074
This 54-hour instructor-led course, includes program manual and laboratory fee. The lab fee includes three Skype practice sessions with a language coach/facilitator.

Application Process
This program is open to all languages, but students must be able to fully comprehend and communicate in both English and at least one other language. Because a selective interview is required before acceptance, students must register at least two weeks in advance.

Program Description
If you’re bilingual, have good speaking and listening skills and enjoy working with people, you may have a future as a medical interpreter.

This course provides a working knowledge of the various aspects of medical interpreting, including standards of practice, ethics, HIPAA regulations, cultural competency and medical vocabulary development. Students will also have the opportunity to practice with individual language coach/facilitators using Skype. Each student will receive three practice sessions as part of the course.

In addition, students can opt to continue working with the language coach upon completion of the course. An experienced medical interpreter working in the field teaches this course.

For more information about this course, go to bhcc.mass.edu/ce.

S1 Saturdays 8:30 a.m.-2:30 p.m. TBA
E451 March 7-May 2

THE EARLY CHILDHOOD DEVELOPMENT INSTITUTE (ECI)
Targeted to early childhood professionals.
What is the Early Childhood Development Institute (ECI)?
Bunker Hill Community College has created the Early Childhood Development Institute to offer both credit and non-credit courses for those working in early care and education programs. These courses provide knowledge and skill development beyond the traditional beginning courses and allow staff to broaden their knowledge and understanding, thus promoting a higher quality of care for children and families in the Greater Boston area.
**NEW Supervision for Team Building**  
ECI-306 $110  
Early care and education teachers must work closely with each other to meet the demanding needs of young children. Learn how to build teams from diverse groups of teachers and help them work smoothly together toward shared goals. It is recommended that students be Lead Teacher certified by the Department of Early Education and Care before enrolling in this course. Students will receive 15 hours of EEC Professional Development training, equivalent to 1.5 CEUs. Prerequisite: Grade of C or better in ECE-103 or equivalent.  
S1 Saturday noon-4 p.m. R. Rzezuski  
B114 February 7-February 28

**NEW Trouble in the House:**  
**Handling Conflict in Supervision**  
ECI-307 $110  
Early care and education teachers must serve the needs of many: children, parents, other teachers and staff, and supervisors. Yet these caring people are often uncomfortable with conflict and handle the demands of conflict resolution poorly, causing more problems than are solved. This module will provide real ways to tackle these problems and build stronger teams through positive conflict resolution. It is recommended that students be Lead Teacher certified by the Department of Early Education and Care before enrolling in this course. Students will receive 15 hours of EEC Professional Development training, equivalent to 1.5 CEUs. Prerequisite: Grade of C or better in ECE-103 or equivalent.  
S1 Saturdays noon-4 p.m. R. Rzezuski  
B114 March 7-April 4

**NEW Helping Adult Learners Move Forward**  
ECI-308 $110  
The early care and education teacher is an adult learner with his/her own personal and professional goals. This module explores how supervisors can help their teachers to grow, develop and meet their goals while strengthening the program. It is recommended that students be Lead Teacher certified by the Department of Early Education and Care before enrolling in this course. Students will receive 15 hours of EEC Professional Development training, equivalent to 1.5 CEUs. Prerequisite: Grade of C or better in ECE-103 or equivalent.  
S1 Saturdays noon-4 p.m. R. Rzezuski  
B114 April 11-May 2

**NEW Coaching/Mentoring in Supervision**  
ECI-309 $110  
This course includes offsite interaction with assignments in student’s worksite using course content. Students will receive 15 hours of EEC Professional Development training, equivalent to 1.5 CEUs. Prerequisite: Successful completion of ECI-306, ECI-307 and ECI-308. Contact Dr. J. Lindamood at 617-228-3279 to inquire or register.  
TBA R. Rzezuski

**NEW What/How of Emergent Curriculum and the Project Approach of ECE**  
ECI-311 $110  
Emergent curriculum and the project approach go beyond the traditional method of planning program activities and curricula for young children in the classroom. Using the latest research to incorporate children’s interests into program curriculum, this module examines the methods of emergent curriculum. Students will receive 15 hours of EEC Professional Development training, equivalent to 1.5 CEUs. Prerequisite: Grade of C or better in ECE-103 or equivalent. Recommended: ECE-104.  
SU Sunday noon-4 p.m. M. Geisser  
B114 February 8-March 1

**NEW Project Planning Emergent**  
ECI-312 $110  
Determining children’s interests requires observation and reflection. Teachers must be attentive to what is happening around children and what excites them, frightens them and piques their curiosity. Where to begin the project approach is all about the skills of observing the children in the classroom. Students will receive 15 hours of EEC Professional Development training, equivalent to 1.5 CEUs. Prerequisite: Grade of C or better in ECE-103 or equivalent. Recommended: ECE-104.  
SU Sundays noon-4 p.m. M. Geisser  
B114 March 8-April 5

**NEW Project Planning—Pushing Beyond Beginnings**  
ECI-313 $110  
Considering how long a project should last is tricky. How to keep the children interested and how to end the project are also essential ingredients of a successful project. How does a classroom “document” the learning that children have obtained? Prerequisite: Grade of C or better in ECE 103 or equivalent. Recommended: ECE 104 prior to enrolling in course. Students will receive 15 hours of EEC Professional Development training equivalent to 1.5 CEUs.  
SU Sundays noon-4 p.m. M. Geisser  
B114 April 12-May 3

**NEW Coaching/Mentoring in Emergent Curriculum**  
ECI-314 $110  
This class includes offsite interaction with assignments in student’s worksite using course content. Students will receive 15 hours of EEC Professional Development training, equivalent to 1.5 CEUs. Prerequisite: Successful completion of ECI-311, ECI-312 and ECI-313. Contact Dr. J. Lindamood at 617-228-3279 to inquire or register.  
TBA M. Geisser
ONLINE LEARNING THROUGH BHCC’S CONTENT PARTNERS
Ed2Go, MindEdge and VESI Courses

The following courses are a sampling of our more popular online offerings through BHCC’s various content partners. Listings are on pages 10-12.

Accounting Fundamentals $99
(ONLINE COURSE)
Demand for accounting professionals currently exceeds supply. If you’re interested in increasing your financial awareness while also gaining a marketable skill, this course is for you. You’ll learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You’ll get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes and various common banking activities. We’ll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Whether you’re a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement, this course will give you a solid foundation in financial matters.
To register, go to: ed2go.com/bunkerhill

Administrative Assistant Fundamentals $99
(ONLINE COURSE)
Rapid growth in health, legal services, data processing, management, public relations and other industries has created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning and office ergonomics. You’ll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high-productivity machine.
To register, go to: ed2go.com/bunkerhill

Creating Web Pages $95
(ONLINE COURSE)
Create and post your own website on the Internet using HTML in this extensive hands-on, six-week workshop. First, you’ll learn about the capabilities of the world wide web and the fundamentals of web design. Then, with your instructor’s guidance, you’ll plan the content, structure and layout of your website, create pages full of formatted text, build links among the pages and to the outside world and add color, backgrounds, graphics and tables. You’ll also learn critical and timely information on securing the best possible location in search engine listings and powerful no- or low-cost web marketing strategies.
To register, go to: ed2go.com/bunkerhill

Harassment, Bullying and Cyber-intimidation in Schools $199
(ONLINE COURSE)
This course covers the definitions and the personal, social and legal ramifications associated with sexual harassment, bullying and cyber-intimidation. The course will address what we know about these troubling subjects. We will then explore preventative strategies as well as how school staff can address these issues when they occur. A clear understanding of what constitutes harassment and the harmful effects of harassment on people and institutions is essential to providing a safe and inclusive school environment for all. PDPs: 30.
To register, go to: virtualeduc.com/bhcc

NEW Certificate in Business Communications $299
(ONLINE COURSE)
Because corporate higher-ups and stakeholders can't support your ideas—or recognize you for them—without first understanding what they are, communicating clearly and concisely in written and oral formats is critical to your professional success. From clarifying and structuring your ideas to designing the PowerPoint slides that will best complement them, the techniques, interactive exercises and checklists in this suite will help you create presentations and workplace documents that inform and persuade. This certificate offers instruction on crafting many of the most common business communication formats: memos, reports, brochures, proposals, presentations, catalogs and websites. Topics include formal and informal outlining techniques, using email appropriately in an organizational setting and revising for wordiness, unnecessary phrases, redundancy and jargon. Each of these self-paced online courses offer an assortment of interactive exercises, selected readings and self-assessments that will engage you and help you practice effective business communication. Upon successful completion, you can download and print a certificate of completion for this online course suite.
To register: bhcc.mindedgeonline.com/partner/courses

Earn a Certificate in Entrepreneurship $599
(ONLINE COURSE)
This online certificate program introduces key issues in entrepreneurship for those looking to start a business. What does it take to build and grow a business from scratch? What personal characteristics are shared by suc-
Successful entrepreneurs? What types of resources are available to budding entrepreneurs, and where can you find them? Learners who complete this program will have the answers to those questions and others that are essential to the success of their businesses. This certificate program comprises five individual self-paced online courses that offer an assortment of interactive exercises, videos, selected readings, case studies and self-assessments that engage entrepreneurs and structure their learning about their field. Our “Ask the Expert” feature connects you to an expert ready to answer any content-related questions you have. Questions are answered as quickly as possible; usually within 24 hours. Upon successful completion, you can download and print a certificate of completion that lists CEU credits earned. Individual entrepreneurship courses are also available.

To register: bhcc.mindedgeonline.com/partner/courses

Certificate in Nonprofit Management $699

This online certificate program introduces learners to key management issues for nonprofit organizations. Fundraising, capital campaigns, board and volunteer development, budgeting, reading financial statements, leadership, marketing, grant writing, social media and setting strategic direction are addressed. Video commentary on these crucial topics will show how nonprofit professionals apply key concepts in their organizations. The program comprises ten highly engaging self-paced online courses that offer an assortment of interactive exercises, videos, commentary from subject matter experts, selected readings, case studies and self-assessments that will engage you and help you practice making effective decisions in a nonprofit setting. Our “Ask the Expert” feature connects you to an expert ready to answer any content-related questions you have. Questions are answered as quickly as possible and usually within 24 hours. This course is designed for individuals seeking career opportunities in private or public nonprofits as well as those already working in nonprofits who want to enhance and improve their leadership skills. Upon successful completion you can download and print a certificate of completion that lists the CFRE and CEU credits earned for this online course suite. Individual nonprofit courses are also available.

To register: bhcc.mindedgeonline.com/partner/courses

Introduction to Microsoft Excel 2010 $99

Master Microsoft Excel 2010. Even “non-techie” beginners will find it easy to learn Excel in this fun, step-by-step online course. These lessons will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You’ll also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value and more. In addition, you’ll get tips on sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links between files, endowing your worksheets with decision-making capabilities and automating frequently-repeated tasks with macros and buttons. By the time you’re done, you’ll be using this vital Office 2010 tool like a pro.

To register, go to: ed2go.com/bunkerhill

Medical Terminology: A Word Association Approach $99

This course teaches medical terminology from an anatomical perspective. Root terms are divided by each body system. The origin, a combined form and an example of non-medical everyday usage is provided for each root term. Word associations are provided as a learning tool. Unusual and interesting information is provided for each term. Root terms are combined with prefixes and suffixes. Your learning will culminate in the interpretation of several paragraphs of medical notes.

After completing this course, you’ll be able to:

• Understand how enterprise environmental factors and organizational process assets affect how projects can be managed.
• Explain the five stages of a project life cycle and understand how these stages can overlap in time.
• Understand how to create a project management plan with subsidiary plans for each of the knowledge areas and explain how progressive elaboration and integrated change management can keep these documents effective and relevant.
• And much more! For more detail about this course, go to bhcc.mindedgeonline.com/partner/courses

PMP® Exam Prep Course $699

This completely online and self-paced 13-module project management program builds successful project managers at all levels of the organization. It provides a comprehensive preparation for the PMP® certification exam including exam-taking tips, 10 comprehensive module quizzes and two full-length, 200-question practice exams covering the PMBOK® Guide areas of knowledge.

To register, go to: ed2go.com/bunkerhill

Note: You will receive 35 PDUs/contact hours and qualify to take the PMI Project Management Professional Exam®. This in an intermediate level course with an estimated completion time of 35-40 hours. You will have access to the course for 180 days.

Prerequisites: Learners should have some experience in project management and will need to have access to the Project Management Institute’s A Guide to the Project Management Body of Knowledge, Fourth Edition (PMBOK® Guide).

To register: bhcc.mindedgeonline.com/partner/courses
Discover why millions of students are making the switch to online learning. With online courses, you can study at your convenience in your preferred learning environment. Our courses and programs are highly engaging and relevant and our instructors are interactive and support you through the curriculum. Choose from our growing catalog of Instructor-Led Courses designed to teach you a new skill or refresh a current one or our Career Training Programs geared to place you into a new career in an in-demand field.

ED2GO ONLINE COURSES

- Instructor-facilitated
- 24-hour access
- Online discussion areas
- 6 weeks of instruction

Our instructor-facilitated online courses are informative, fun, convenient and highly interactive. Our instructors are known for their ability to create warm and supportive communities of learners. You can complete any course entirely from your home or office, any time of the day or night.

FEATURES

Courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more.

POPULAR COURSES

Accounting Fundamentals
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting and more.

Creating Web Pages
Learn the basics of HTML so you can design, create and post your very own site on the Web.

Medical Terminology: A Word Association Approach
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Speed Spanish
Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

Introduction to Microsoft Excel
Work with numbers? You need to know Excel. Learn the secrets of this powerful application.

Project Management Fundamentals
Gain the skills you'll need to succeed in the fast-growing field of project management.

Grammar Refresher
Revive your lost or forgotten knowledge of English grammar and gain confidence in your ability to produce grammatically correct writing.

For a complete listing of online courses and to register, go to bhcc.mass.edu/ceonline

GATLIN EDUCATION

ONLINE CAREER TRAINING PROGRAMS

- One-on-one instructor assistance
- 24-hour access
- All materials and books are included

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.

FEATURES

- Receive a certificate upon successful completion.
- Courses start anytime – begin when you wish.
- A typical program takes 3-6 months to complete. Extensions are available upon request.

POPULAR PROGRAMS

Medical Billing and Coding – 240 hours
Prepare for a career as a medical billing and coding professional.

CompTIA™ A+ Certification Training – 150 hours
CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians. It opens the door to an exciting career in computer technology, and ed2go's online program makes training convenient and interactive.

Six Sigma Black Belt – 200 hours
The Six Sigma Black Belt Online Career Training Program provides you with an in-depth look at the Six Sigma Black Belt problem-solving methodology, deployment, and project development approaches.

Building Analyst Quick Start Program (BPI BA Certification) – 60 hours
This program will teach you about the principles of green buildings—from insulation to indoor air quality—as well as how to perform comprehensive building assessments.

Medical Transcription – 240 hours
Learn to transcribe medical reports in hospitals, offices, or from home with the most popular transcription program in the country for entry-level training.

Travel Agent Training – 200 hours
Learn the basic skills needed to operate a computer reservation system for airlines, travel agencies, cruise lines, hotel, or as a home-based agent, and get started in a career in the travel industry.
# MindEdge Online Courses

To register, go to bhcc.mass.edu/ceonline

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<th>COURSE</th>
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<td>4CShare Global Project Management Simulation</td>
<td>Simulation</td>
<td>Intermediate</td>
<td>10 hrs.</td>
<td>10</td>
<td>$359</td>
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<tr>
<td>Allerton Connector Highway Project Management Simulation</td>
<td>Simulation</td>
<td>Intermediate</td>
<td>10 hrs.</td>
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<td>$359</td>
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<tr>
<td>Health Ax Software: Project Management Simulation</td>
<td>Simulation</td>
<td>Intermediate</td>
<td>10 hrs.</td>
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<td>$359</td>
</tr>
</tbody>
</table>

For a complete listing of online courses and to register, go to bhcc.mass.edu/ceonline
All courses in this section are 30 contact hours, which are equal to 30 PDPs. $199

Advanced Classroom Management: Children as Change Agents
Attention Deficit Disorder: Information and Interventions for Effective Teaching
Autism and Asperger’s Disorder: Information and Effective Intervention Strategies
Child Abuse: Working with Abused and Neglected Children
Drugs and Alcohol in Schools: Understanding Substance Use and Abuse
Early Childhood: Family-Centered Services
Educational Assessment: Assessing Student Learning in the Classroom
Harassment, Bullying and Cyber-intimidation in Schools
Inclusion: Working with Students with Special Needs in General Education Classrooms
Infant and Toddler Mental Health: Issues and Information for Educators
Reading and Writing in Content Area
Reading Fundamentals #1: An Introduction to Scientifically-based Research
Reading Fundamentals #2: Laying the Foundation for Effective Reading Instruction
Talented and Gifted: Working with High Achievers
Teaching Diversity: Influences and Issues in the Classroom
Teaching Elementary Math Conceptually: A New Paradigm
Traumatized Child: The Effects of Stress, Trauma and Violence on Student Learning
Violence in Schools: Identification, Prevention and Intervention Strategies

All courses in this section are 45 contact hours, which are equal to 45 PDPs. $269

Behavior is Language: Strategies for Managing Disruptive Behavior
Early Childhood: Observation and Assessment
Early Childhood: Program Planning
Early Childhood: Typical and Atypical Development
Learning Disabilities: Practical Information for the Classroom Teacher
Reading Fundamentals #3: The Elements of Effective Reading Instruction and Assessment
Try DI!: Planning and Preparing a Differentiated Instruction Program
Understanding Aggression: Coping with Aggressive Behavior in the Classroom
Why DI?: An Introduction to Differentiated Instruction

For a complete listing of online courses and to register, go to bhcc.mass.edu/ceonline
**REGISTER ONLINE OR IN PERSON**
Office of Community Education, located at the H-Building.

**Online:** bhcc.mass.edu/ce

**Fax:** Fax the form and related documents with your credit card information to: 617-228-2080.

Confirmation of your registration will be sent to you before classes begin. Students must register for non-credit courses a week prior to course start date.

If you have questions, call 617-228-2462, Monday-Friday, 8:30 a.m. – 4 p.m.

**NOTE:** To register for online courses through BHCC’s content partners, register online at: bhcc.mass.edu/ceonline

**REFUND POLICY:** Students may cancel enrollment in a Community Education course within two (2) working days prior to the first class meeting and receive a 100% refund. No refunds will be given after that time.

---

**STUDENT’S LAST NAME**

**FIRST NAME**

**DATE OF BIRTH**

**GENDER**

**MAILING ADDRESS**

**CITY**

**STATE**

**ZIP**

**HOME PHONE**

**WORK PHONE**

**CURRENT EMAIL ADDRESS** (PLEASE PRINT CLEARLY)

**OPTIONAL:**

ETHNICITY (CHOOSE ONE):
- [ ] Hispanic/Latino
- [ ] Non-Hispanic/Latino

RACE (PLEASE SELECT ONE OR MORE OF THE FOLLOWING):
- [ ] AI - American Indian/Alaskan Native
- [ ] AD - Black/African American
- [ ] AS - Asian
- [ ] NP - Native Hawaiian/Pacific Islander
- [ ] WH - White
- [ ] CV - Cape Verdean

**COURSE SELECTION** (SAMPLE BELOW IN COLOR)

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>SECTION</th>
<th>COURSE TITLE</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>SAMPLE</td>
<td>WCE-473</td>
<td>M1 Real Estate Sales</td>
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</tbody>
</table>

**METHOD OF PAYMENT**

- [ ] Check
- [ ] VISA
- [ ] Money Order
- [ ] MASTERCARD
- [ ] AMERICAN EXPRESS
- [ ] DISCOVER

**NAME ON CARD** (PLEASE PRINT CLEARLY)

**SECURITY CODE**

**CREDIT CARD ACCOUNT NUMBER**

**EXPIRATION DATE**

**SIGNATURE**

**SIGNATURE**

**DATE**

**FOR COMMUNITY EDUCATION COURSES, NOTE THE FOLLOWING:**

- There is no residency requirement.
- No financial aid is available.
- You must pay in full upon registration.
- If there is a class you would like to take that is not featured, please email us at commed@bhcc.mass.edu.
BHCC Community Education offers hundreds of classes in the following areas:

- Basic English as a Second Language
- Languages and Culture
- Test Preparation Courses
- Career, Fitness and Safety
- Computer Training
- Health and Medical Related Programs
- Online Professional and Personal Development

AFFIRMATIVE ACTION and EQUAL OPPORTUNITY POLICY

Bunker Hill Community College does not discriminate on the basis of race, creed, religion, color, sex, sexual orientation, gender identity, age, disability, genetic information, maternity leave or national origin in its educational programs and in admission to, access to, treatment in or employment in its programs or activities as required by Chapters 151B and C of the Massachusetts General Laws; Titles VI and VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; and Section 504, Rehabilitation Act of 1973 and regulations promulgated thereunder.

Direct all inquiries concerning the application of these regulations to Thomas L. Saltonstall, Director of Diversity and Inclusion, the College’s Affirmative Action Officer and Title IX and Section 504 Coordinator, 250 New Rutherford Avenue, Room E236F, Boston, MA 02129 or by calling 617-228-3311.