

Bunker Hill Community College

# Community Education



## SUMMER 2015

### **The Division of Workforce Development**

- Community Education
- Corporate Learning and Development
- Entrepreneurship
- Study Tours



**Bunker Hill  
Community College**

imagine the possibilities

# Bunker Hill Community College

## Division of Workforce Development

June 2015

### Welcome to BHCC—

It is my great pleasure to welcome you to the Division of Workforce Development at Bunker Hill Community College. Through our numerous offerings we aim to close workforce skills gaps, empower personal advancement, promote academic success and foster wellness, growth and lifelong learning.

We offer courses and workshops in:

- English language learning (in traditional and accelerated formats)
- Test preparation, such as the GED/HiSet, TOEFL and Society for Human Resource Management (SHRM) prep course for SHRM-CP and SCP
- IT/Computer (in English, Spanish and Portuguese)
- The Early Childhood Development Institute (ECI)
- Social Media
- International Study Tours for Student Groups (COLL Boston)
- US Culture Weekend Programs for Au Pairs
- Career, Personal Safety and Fitness
- Entrepreneurship
- Video Game Design
- Health and Medical



BHCC's Workforce Development staff, clockwise from left: Jack Chan, Mei Ngan, Mark Wigfall, Dean Wojciechowska, Sonia Sharma and (center) Tina Andrews.

Online offerings such as the PMP Exam Prep Course, Creating Web Pages, Accounting Fundamentals, Certificate in Nonprofit Management, and many more can also be found on the Community Education website: [bhcc.edu/ce](http://bhcc.edu/ce).

Call 617-228-2462 and speak to Sonia Sharma, who will answer your questions or help you register. Contact us by email at [commed@bhcc.mass.edu](mailto:commed@bhcc.mass.edu) and let us know how we are doing! We invite you to follow us on Facebook and Twitter for information on upcoming programs, new classes and events.

Have a wonderful semester.

Bogusia Wojciechowska, Ph.D.  
Dean of Professional Studies  
and Workforce Development



## 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.edu/ce](http://bhcc.edu/ce) or see the inside back cover of this publication.

**The Office of Community Education is located in H-Building. Shuttle buses are available from B-Building (250 New Rutherford Ave.) on the Charlestown Campus to H-Building, as well as to the Chelsea Campus.**

Telephone: 617-228-2462

Fax: 617-228-2080

Website: [bhcc.edu/ce](http://bhcc.edu/ce)

Email: [commed@bhcc.mass.edu](mailto: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 it prior to the first class meeting by emailing the Office of Community Education at [commed@bhcc.mass.edu](mailto: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.

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### 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](http://bhcconecard.com)). For assistance, please call 877-479-1731.

If a student has paid by credit card, the Student Payment Office will automatically credit the enrollee's account.

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# Community Education

## BESL

### 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 June 8, 2015, and end August 7, 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).

L5 LEC T, TH 6-8:30 p.m. E451

#### 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 and spelling and reading comprehension. Students will also learn introductory grammar. This course should be taken with Basic Speak/Listen (BLL-001).

L5 LEC M, W 6-8:30 p.m. H125

#### 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.

K5 LEC T, TH 9-11:30 a.m. H125

K6 LEC M, W 11:45-2:15 p.m. H125

L5 LEC M, W 6-8:30 p.m. H152

#### 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.

K5 LEC M, W 9-11:30 a.m. H125

K6 LEC M, W 2:30-5 p.m. H125

L5 LEC T, TH 6-8:30 p.m. H148

#### 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.

K5 LEC M, W 9-11:30 a.m. H149

K6 LEC T, TH 9-11:30 a.m. H155

K7 LEC T, TH 11:45 a.m.-2:15 p.m. H125

L5 LEC M, W 6-8:30 p.m. H155

L6 LEC T, TH 6-8:30 p.m. H155

#### 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.

K5 LEC T, TH 9-11:30 a.m. H152

K6 LEC T, TH 2:30-5 p.m. H125

L5 LEC M, W 6-8:30 p.m. H149

L6 LEC T, TH 6-8:30 p.m. H149

#### 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 education. They will practice public speaking and will learn to listen to and understand high-beginning to low-intermediate materials and write sentences and short pieces. Students will read and write in this course and learn grammar structures.

K5 LEC M, W 9-11:30 a.m. H155

K6 LEC T, TH 2:30-5 p.m. H155

L5 LEC M, W 6-8:30 p.m. H148

L6 LEC T, Th 6-8:30 p.m. H125

#### 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.

K5 LEC T, TH 9-11:30 a.m. D214

K6 LEC M, W 2:30-5 p.m. H152

K7 LEC T, TH 11:45 a.m.-2:15 p.m. H155

L5 LEC M, W 6-8:30 p.m. E451

L6 LEC T, TH 6-8:30 p.m. H156

#### 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.

L5 LEC T, TH 6-8:30 p.m. B110

### The Community Center for Entrepreneurship at BHCC

The Community Center for Entrepreneurship at Bunker Hill Community College is a one-stop shop for starting a new business or growing or sustaining an existing business.

Our mission is to promote the understanding and growth of entrepreneurial opportunities for our students, alumni, faculty and individuals from the surrounding community. Our vision is to become a one-stop resource center for our constituents by building strategic partnerships and collaborations throughout the areas we serve. Our clients represent a wide variety of racial, ethnic and socioeconomic backgrounds. We continuously serve BHCC students, alumni, faculty and individuals from our surrounding communities.

Find us on Facebook: [facebook.com/wdbhcc](https://facebook.com/wdbhcc)  
Twitter: @WFD\_BHCC

Contact:  
Tina Andrews  
617-228-2170  
[tmandrew@bhcc.mass.edu](mailto:tmandrew@bhcc.mass.edu)

### LANGUAGES AND CULTURE

#### Beginning Spanish I LNG-400 \$129

Designed 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.

J1 Tuesdays 6-9 p.m.  
E236G June 23-July 28

### TEST PREPARATION

#### TOEFL Preparation TFL-101 \$235

This class features up-to-date, realistic practice tests and cooperative learning strategies designed to familiarize students with the test format and help them develop test-taking strategies to improve their scores. The course is open to all, although a strong academic English background is recommended for those who wish to test in the near future. The course curriculum is based on the TOEFL Internet-based Test (iBT).

C1 T, TH 6-8:30 p.m.  
H130 June 16-July 23

#### 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 (cost not included in course fee). There is also a separate fee for testing. The class meets in H-building.

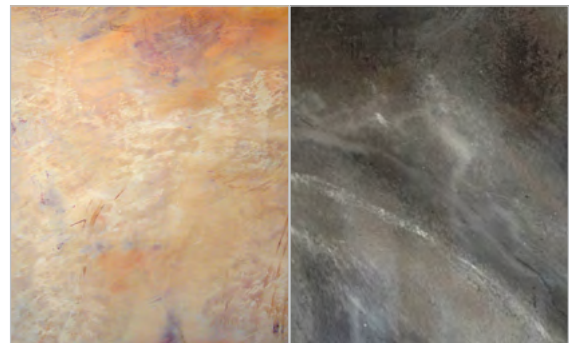
C1 T, TH 6-8:30 p.m.  
H152 June 23-August 13

### ARTS, FITNESS AND SAFETY

#### Faux Painting Workshop: Venetian Plaster, Raised Stencils and Marbleizing Technique ART-307 \$80

(Sherwin Williams materials not included;  
price approximate: \$75)

An intensive six-hour introductory workshop designed for the aspiring faux painter, artist or homeowner with little to no experience. This workshop will introduce the student to the basics of Venetian plaster, raised stencils and marbleizing technique. Professional surface preparation and craftsmanship will be emphasized. You will be able to keep the sample boards you create. Your work surface and the paste needed to seal your Venetian plaster will be provided.



You are responsible for purchasing the items listed below at any Sherwin Williams.

- Venetian plaster spatulas \$13.79
- Painting kit \$6.39
- Sample base color \$6.99
- Sample top coat \$6.99
- No-shrink spackling paste \$4.29
- Microfiber cloth pack \$5.99
- Venetian plaster quart \$20.00

The Sherwin Williams nearest to BHCC is:  
73 1st St., Cambridge, MA 02141-1804; 617-661-0379

Thursday 9 a.m.-3 p.m.  
D219 July 23

# Community Education

## Computer Training

### Introduction to Documentary Filmmaking FSR-113A \$175

Numerous practical exercises will be used to guide participants through making a documentary film, from development to post-production and delivery. Students will learn to generate research and develop a good idea, and will receive an introduction to narrative and storytelling as well as editing technology.

A1 Wednesdays 2:30-4:30 p.m. M. Chan  
E169 June 10–July 15

### 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.  
Tennis courts outside G-Building June 13-August 1

### 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](http://massmotorcycleschool.com).

Weekends 8 a.m. – 4 p.m.  
B110 April to September

## COMPUTER TRAINING

### Introduction to Keyboarding CPT-200 \$112

This eight-week course focuses on keyboarding skills. 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 in basic English grammar, spelling and punctuation will be included. Class begins June 17.

D1 Wednesdays 9 a.m.-12 p.m. C. Jordan  
Chelsea Campus, Room 207 June 17-July 22

### Introduction to Personal Computers CPT-201 \$112

Designed for the beginner, this hands-on course will

introduce students to personal computers. Microsoft 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.

C1 Mondays 6-9 p.m.  
D121B June 15-July 20

### Introdução a Computação em Português CPT-201C \$112

Projetado para o principiante, este curso prático 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

F1 Wednesdays 6-9 p.m. D. Mello  
Chelsea Campus, Room 206 July 15-August 19

### 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 ideal for both office and home use. Participants will learn to create budgets and improve proposals by entering data and learning

## Corporate Training at BHCC

Our corporate learning and development provides high quality, industry demand-driven programming to emerging, transitional and incumbent workers in a corporate setting. By utilizing the resources of the College and strategic business and community partnerships, we offer skills training and both credit and non-credit educational courses to foster a path to post-secondary education and the workforce.

We are committed to being the first choice of businesses and individuals for the delivery of innovative and responsive nontraditional educational programming.

Find us on Facebook: [facebook.com/wdbhcc](http://facebook.com/wdbhcc)  
Twitter: @WFD\_BHCC

Contact:  
Mark Wigfall Mei Ngan  
617-228-2414 Tel.: 617-228-2021  
[mhwigfal@bhcc.mass.edu](mailto:mhwigfal@bhcc.mass.edu) [mngan@bhcc.mass.edu](mailto:mngan@bhcc.mass.edu)

the powerful calculation and sorting functions that Excel offers. Bring a flash drive to the first meeting.

Prerequisite: Familiarity with computers

C1 Tuesdays 6-9 p.m. M. Griffin  
D121B June 16-July 14

### 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.

C1 Wednesdays 6-9 p.m. M. Griffin  
D121B June 17-July 22



### **NEW** Social Media Marketing Workshop Series (10 sessions)

**CPT-315**

**\$215**

Do you want to master Facebook marketing? Are you looking to get better results from your social media marketing efforts? Are you ready to deepen your knowledge of online business development and relationship marketing? This course will give you the tools to use the social networks effectively for business. We will dive into social media strategies for Facebook, Twitter, Instagram, YouTube, LinkedIn, Google+ and Yelp. These skills can be applied immediately in the workplace or to market a small business. The Social Media Marketing series includes ten two-hour sessions.

C1 Wednesdays 6:30-8:30 p.m.  
D116 June 10-August 12

#### Session 1: Introduction to Social Media

Every day people are logging on to social media sites such as Facebook, Twitter, LinkedIn and Pinterest. Pinning, Tweeting, watching amateur videos, blogging and updating your status have become as common as turning on the television. This course will provide an overview of the major social media sites. It will also provide some examples of how individuals are using social media to brand themselves and how businesses

are using social media as a marketing tool. Topics include:

- Examples of best social media practices
- Proper social media setup
- Using social media tools effectively
- Privacy settings
- Content creation tools

#### Session 2: There's a Lot to 'Like' About Facebook

In the fast-paced world of social media marketing, some could argue that Facebook still is king (or queen). Do you want to learn how to utilize Facebook to market your business or product? Do you want to feel more engaged with your customers? This workshop will introduce you to the basics of business-based social networking, get you into Facebook for some hands-on learning and generate plenty of discussion about the advantages and disadvantages of this phenomenally popular website. Topics will include business pages, groups, events, promotions, applications, targeted advertising and insights, as well as:

- Social networking
- Customer service
- Content marketing
- Analytics
- Follower acquisition
- Ad campaigns
- Sponsored stories
- Calls to action
- Application implementation
- Boost posts
- Best use of photos and videos

#### Session 3: Advanced Facebook

In a continuation of Session 2, the instructor will expand upon the content previously taught as well as discuss more ways to boost business by using this platform.

Topics will include:

- Best practices
- Contests

#### Session 4: Twitter Launch for Small Business

What is a tweet and why should your customers care? Learn the secrets of engaging with your prospects and existing clients in 140 characters or less. Included will be the five essential practices for Twitter use for small and growing businesses. Topics will include:

- Content creation
- Proper use of Twitter
- Twitter analytics
- Re-tweeting and Favoriting
- Social networking
- Key influencer networking
- Contests
- Sponsored tweets
- Customer service
- Customer acquisition

#### Session 5: YouTube and Google+ for Business

Google is the most used search engine in the world. Learn to use it to help your customers find your product or service. In this class, you will learn how to create an online presence that will allow customers to feel as though they know you before you communicate

# Community Education

## Health and Medical

with them. You will also learn how to utilize free search engine optimization (SEO). Topics will also include:

- Creating effective videos
- Keyword use
- SEO
- Writing effective copy
- Integrating Google products

### Session 6: Pinterest, Instagram and More!

Pinterest and Instagram are taking social media by storm, growing at a much faster pace than Facebook. Learn how to pin, what to pin and how pinning can play a major role in a social media marketing plan for a business. We will also spend time on Instagram and other apps. This is a lecture class. No time will be spent on personal platforms. Topics will also include:

#### Pinterest:

- How and what to pin
- Best practices
- Branding
- Copywriting
- Tagging
- Pricing
- Networking

#### Instagram:

- Reposting
- Hashtags
- Branding
- Contests
- Follower tools
- Key influencer networking
- How to make your photos more attractive

### Session 7: LinkedIn

LinkedIn has fast become the online networking application of choice. In this class you will learn the features of LinkedIn and how they can help you improve the visibility of your business or find a job. Topics will include: the home page, the profile, recommendations, contracts, groups and jobs. Topics will also include:

- Self-promotion
- Networking
- Business pages
- Content creation
- Ad campaigns
- Groups
- Video promotions
- Job offerings

### Session 8: Blogging

Blogs help drive traffic to websites and can even convert that traffic into leads. It establishes the author as an expert in the subject matter that is being covered. It also creates amazing free search engine optimization (SEO) for a site. The content that is created can also be used for social media posts. You will learn how to effectively create a blog. Topics will include:

- Blogging
- Copywriting
- Photo and video integration
- Domain creation

### Session 9: Social Media Marketing Plan

During this course, students will present their social media marketing plans and receive feedback from instructors. Students should come prepared with the plan they have developed throughout the duration of the course. This session will also include:

- Social media marketing plan creation
- Marketing funnel creation
- Events
- Content release

### Session 10: Social Media Integration

This session will give you the tools you need to integrate your social media marketing efforts. We will discuss companies that have mastered social media. Each student will be given a social media analysis that will include tips from a panel of marketing experts on how to improve their social media marketing.

C1 Wednesdays 6:30-8:30 p.m.  
TBA June 10-August 12

### NEW: COMING IN FALL 2015

- Mobile App Development for Android
- Video Game Design Workshops Maya Foundations Modules I, II and III

## 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 the book in advance; the instructor will also have books for sale on Thursdays. 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.

A1 Thursday 9 a.m.-1 p.m.  
E451 June 25

A2 Thursday 9 a.m.-1 p.m.  
H130 August 6

### 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 speakers of all languages, but students must fully comprehend English and be able



## Communities of Intercultural Learning Study Tours at BHCC

International and U.S. student groups can participate in a short-term study tour at Bunker Hill Community College to learn, discover and have fun in Boston. Students learn topics including, but not limited to, U.S. Culture, U.S. History, English, Macroeconomics and Entrepreneurship. Learning continues through field trips and popular tourist destinations in the city. Students stay with homestay hosts to discover what life in America is like. Throughout their experience, students have fun! For details or to reserve a one-, two-, three- or four-week program, please contact Jack Chan at 617-228-2157 or email [jchan@bhcc.mass.edu](mailto:jchan@bhcc.mass.edu).

*Communities of Intercultural Learning (CoIL Boston) Study Tours—Providing unique U.S. cultural experiences in Boston.*

Find us on Facebook: [facebook.com/coilboston](https://www.facebook.com/coilboston)  
Twitter: @WFD\_BHCC

Contact:  
Jack Chan  
617-228-2157  
[jchan@bhcc.mass.edu](mailto:jchan@bhcc.mass.edu)

to 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, go to [bhcc.edu/ce](http://bhcc.edu/ce).

C1	T, Th	6-8:30 p.m.
	B113	June 16-August 13

## THE EARLY CHILDHOOD DEVELOPMENT INSTITUTE (ECI)

### Skill development for early childhood professionals

The Early Childhood Development Institute offers both credit and non-credit courses for those working in early care and education programs. These courses provide knowledge and skill development beyond the introductory course level. This allows staff to broaden their knowledge and understanding, and promotes a higher quality of care for children and families in the Greater Boston area.

### Environmental Education and Young Children

Through environmental education children experience a growing awareness of nature and the Earth. Using science concepts and learning with an emphasis on curriculum development for young children, these three modules will incorporate science into outdoor play to allow for meaningful experiences. Each module equals 1.5 CEU.

Prerequisite: A grade of C or better in ECE-103, Child Growth and Development Recommended; Take ECE-104 prior to taking these courses for better understanding of material.



### Science and Nature with Young Children

**ECI-321** **\$110**

Children learn science concepts by playing and the easiest place for that to occur is outdoors. Emphasis will be on the ways children learn science and how children's curiosity drives science learning. This class meets four times.

B1	Wednesday, Thursday	12-4 p.m.	M. Geisser
	B221	July 15-16	

B1	Wednesday, Thursday	12-4 p.m.	M. Geisser
	B221	July 22-23	

### Project Planning with Emergent Interests of Children—Using Nature and Science to Plan Projects

**ECI-322** **\$110**

Science seems scary and foreign to many teachers and children. Figuring out what to do and how to understand ways to pique children's interests requires observation and reflection. Teachers must be attentive to what is happening around children and what they

# Community Education

## Early Childhood Institute

are excited by, frightened of and curious about. Where to begin with nature study and science learning is all about the skills of observing the children around the classroom. This class meets four times.

B1	Wednesday, Thursday B221	12-4 p.m. July 29-30	M. Geisser
B1	Wednesday, Thursday B221	12-4 p.m. August 5-6	M. Geisser

### Project Planning with Emergent Interests of Children—Pushing the Plan Beyond the Simple ECI-323 \$110

Considering what projects to plan and how long a project should last is tricky. How to keep the children interested and how to develop the project are also essential ingredients of a successful project. How do we help children “document” their ideas and go beyond the simple plans to more complex thinking and activities? This class meets four times.

B1	Wednesday, Thursday B221	12-4 p.m. August 12-13	M. Geisser
B1	Wednesday, Thursday B221	12-4 p.m. August 19-20	M. Geisser

### Course 1: Infant/Toddler Interactions ECI-305 \$110

The infant/toddler child has many needs and is growing quickly. Move beyond the basics of development to consider their deeper need for respect and their essential need for connections and attachments with the adults who nurture and care for them (4 CEUs). Course includes four modules. Modules may be taken separately. Each module equals 1 CEU.

Prerequisite: A grade of C or better in ECE-103, Child Growth and Development

TBA

### Beyond the Basics: Respecting the Infant/Toddler Child ECI-301 \$110

This course will explore the importance of building positive relationships with infants and toddlers through responsive, respectful and reciprocal interactions that follow developmentally appropriate best practices and extend the infant and toddler’s learning

A1	Wednesdays TBA	9 a.m.-3 p.m. July 15, July 22, July 29	R. Rzezuski
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### Language and the Infant/Toddler: Why and How? ECI-302 \$110

This course focuses on the development of language in infants and toddlers, how brain growth plays an important role in language and how to help children reach optimal growth and development. Students will learn why language development is critical and how to engage children with language before they can even talk. This class meets three times.

B1	Wednesdays TBA	9 a.m.-3 p.m. July 15, July 22, July 29	R. Rzezuski
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### Supportive Relationships and Curriculum: Expanding the Infant/Toddler Connection ECI-303 \$110

This course addresses the capacity for rapid learning by the infant/toddler child and explores how this growth is enhanced through daily experiences and supportive relationships. Students will learn ways to expand these connections and to nurture the infant/toddler through curriculum and supportive relationships. This class meets three times.

B1	M, T, W B105	9 a.m.-3 p.m. August 3-5	R. Rzezuski
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## Community Education at BHCC

Looking to learn something new to help you get to the next level? Whether you’re a busy professional, stay-at-home parent, student, retiree or someone who’s in a career transition phase, we have something for you. Taught by subject matter experts, our workshops are designed to teach you relevant skills that will help you achieve your professional and personal goals.

We offer workshops in:

- Basic English as a Second Language
- English Immersion
- Language, Communication and Intercultural Awareness
- Test Prep
- Career Management
- Information Technology/Computers
- Fitness
- Safety
- Health and Medical
- Early Childhood Development/Education

*Community Education. We help you get to the next level.*

Find us on Facebook: [facebook.com/wdbhcc](https://www.facebook.com/wdbhcc)

Twitter: @WFD\_BHCC

Contact:

Sonia Sharma  
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[jchan@bhcc.mass.edu](mailto:jchan@bhcc.mass.edu)

# Online Learning through BHCC's Content Partners

## Ed2Go, MindEdge and VESI

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)

The demand for accounting professionals currently exceeds the 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's 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](http://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](http://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](http://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](http://virtualeduc.com/bhcc)

### **Introduction to Microsoft Excel 2010** **\$99** (ONLINE COURSE)

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](http://ed2go.com/bunkerhill)

### **Medical Terminology: A Word Association Approach** **\$99** (ONLINE COURSE)

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.

To register, go to: [ed2go.com/bunkerhill](http://ed2go.com/bunkerhill)



# Online Learning through BHCC's Content Partners

## Ed2Go and Gatlin Education Courses

### BHCC ONLINE LEARNING

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, interactive and relevant. Our instructors 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.

### 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.

For a complete listing of online courses and to register, go to [bhcc.edu/ceonline](http://bhcc.edu/ceonline)

# Online Learning through BHCC's Content Partners

## MindEdge Courses

### MINDEDGE ONLINE COURSES

To register, go to [bhcc.edu/ceonline](http://bhcc.edu/ceonline)

COURSE	CATEGORY	LEVEL	LENGTH	PDU <sub>s</sub>	PRICE
Agile Certified Practitioner Exam Prep	Agile	Intermediate	21 hrs.	21	\$499
Introduction to Agile	Agile	Intro	10 hrs.	10	\$249
Emotional Intelligence for Project Managers	Project Management	Intro	3 hrs.	3	\$79
Ethics for Project Managers	Project Management	Intro	3 hrs.	3P	\$79
Managing Real World Projects	Project Management	Intro	10 hrs.	N/A	\$249
PMP® Exam Prep Course	Project Management	Intermediate	35-40 hrs.	35	\$699
PMP 1-Introduction to Project Management	Project Management	Intermediate	3-5 hrs.	3.5	\$79
PMP 2-Project Processes and Project Integration Management	Project Management	Intermediate	3-5 hrs.	3.5	\$79
PMP 3-Project Scope Management	Project Management	Intermediate	3-5 hrs.	3.5	\$79
PMP 4-Project Time Management	Project Management	Intermediate	3-5 hrs.	3.5	\$79
PMP 5-Project Cost Management	Project Management	Intermediate	3-5 hrs.	3.5	\$79
PMP 6-Project Quality Management	Project Management	Intermediate	3-5 hrs.	3.5	\$79
PMP 7-Project Human Resource Management	Project Management	Intermediate	3-5 hrs.	3.5	\$79
PMP 8-Project Communications Management	Project Management	Intermediate	3-5 hrs.	3.5	\$79
PMP 9-Project Risk Management	Project Management	Intermediate	3-5 hrs.	3.5	\$79
PMP 10-Project Procurement Management	Project Management	Intermediate	3-5 hrs.	3.5	\$79
PMP 11-PMP Practice Exams and Exam Strategies	Project Management	Intermediate	3-5 hrs.	N/A	\$99
Project Risk Management: PMI-RMP® Exam Prep	Project Management	Intermediate	30-35 hrs.	30	\$599
Project Management for Information Technology	Project Management	Intermediate	25-28 hrs.	25	\$499
Project Management Team Leadership	Project Management	Intermediate	18 hrs.	18	\$359
Project Risk Management: PMI-RMP® Exam Prep	Project Management	Intermediate	30-35 hrs.	30	\$599
4CShare Global Project Management Simulation	Simulation	Intermediate	10 hrs.	10	\$359
Allerton Connector Highway Project Management Simulation	Simulation	Intermediate	10 hrs.	10	\$359
Health Ax Software: Project Management Simulation	Simulation	Intermediate	10 hrs.	10	\$359

For a complete listing of online courses and to register, go to [bhcc.edu/ceonline](http://bhcc.edu/ceonline)

# Online Learning through BHCC's Content Partners

## Virtual Education Software (VESI) Courses



### VESI ONLINE: CONTINUING EDUCATION FOR TEACHERS

Bunker Hill Community College has partnered with Virtual Education Software to provide continuing education for teachers or parents online. These self-paced courses provide interactive instruction on strategies for working with children with special behavioral and learning needs and are easy to use from your computer. Each course instructor is available for professional or technical questions during "office hours" by email or a toll-free phone number with a guaranteed 24-hour response time. Courses are offered with accredited Professional Development Points (PDPs) that all licensed educators must earn in Massachusetts.

**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  
Scientificallly-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.edu/ceonline](http://bhcc.edu/ceonline)

# Non-Credit Registration Form

## Summer 2015

### REGISTER ONLINE OR BY FAX

#### ONLINE:

bhcc.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.edu/ceonline](http://bhcc.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)

COURSE NUMBER	SECTION	COURSE TITLE	AMOUNT
SAMPLE WCE-473	M1	Real Estate Sales	\$350

### 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	

### 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](mailto:commed@bhcc.mass.edu)

SIGNATURE	DATE
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imagine the possibilities

**Workforce Development**  
Charlestown Campus  
H Building, Room H109  
250 New Rutherford Avenue  
Boston, Massachusetts 02129  
Telephone 617-228-2462  
Fax 617-228-2080

## The Division of Workforce Development

- Community Education
- Corporate Learning and Development
- Entrepreneurship
- Study Tours

[bhcc.edu/workforce](http://bhcc.edu/workforce)



[facebook.com/wdbhcc](https://facebook.com/wdbhcc)

### 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, by emailing [tlsalton@bhcc.mass.edu](mailto:tlsalton@bhcc.mass.edu) or by calling 617-228-3311.