Welcome to Community Education/Non-Credit

Located on the Charlestown Campus, Room M107
Telephone: 617-228-2462 / Fax 617-228-2080
http://www.bhcc.mass.edu/ce

Office Hours:

Monday – Friday, 8:30 a.m. – 4:30 p.m.

For Community Education Courses note the following:

- There is no residency requirement
- No financial aid is available
- Pay in full upon registration
- If there is a class you would like to take or teach that is not featured, please contact us.

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.

(1) All Bunker Hill Community College students are now eligible for a BHCC OneCard from Higher 1. These cards act as both official BHCC Student ID Cards and are now the only means for obtaining refunds for students not paying by credit card. Students who wish to obtain a BHCC OneCard must go to the library to have their photo taken in order to receive their BHCC Student ID Card

(2) In order to receive a refund students must first activate their BHCC OneCard from Higher1 (www.bhcconecard.com). For assistance, please call 877-479-1731.

(3) If students have paid by credit card, the account will be credited automatically by the Student Payment Office.

(4) If students wish to obtain a BHCC OneCard for identification purposes, follow the directions in #1 above.

For further assistance with OneCard on the Bunker Hill Campus, please call 617-228-2213.

Parking Permits:

Students enrolled in short-term (5 weeks or less) non-credit courses do not have to purchase a parking permit, but they do need to 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 (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.

The Office of Community Education 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
- Conveniently scheduled
- Low cost with easy enrollment
- Taught by talented professionals in their respective fields

Regardless of your age or educational goal, there's a class that can keep you current with today's trends and technologies, help you get ahead in life and career, or is just plain fun!

For a complete listing of Community Education classes, times, dates and descriptions, visit us online at: http://www.bhcc.mass.edu/ce.

Language 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.

| 01 | Tuesdays | 6:00 p.m.-9:00 p.m. | TBA |
| | M105B | 09/20/11-10/25/11 | |

Beginning Spanish II
LNG-400A   **$129**

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

| 01 | Tuesdays | 6:00 p.m.-9:00 p.m. | TBA |
| | M105B | 11/8/11-12/13/11 | |

An Introduction: Japanese Culture, Cuisine, and Language
LNG-441   **$49**

This course provides an introduction to the Japanese language, culture, cuisine, traditions and values while comparing these to other cultures. A great course for those planning a trip to Japan or those interested in Japan's cuisine and culture. Learn about the Japanese language, aesthetic, and social elements which have shaped modern Japanese culture and society.

| SU | Sundays | 12:00 p.m.-2:00 p.m. | H Keiko |
| | CHAR | 10/23-11/13/11 | |

Grammar Connections: A Way to Improve Your Grammar
LNG-511   **$219**

Grammar classes will be open to native speakers and students in level Academic ESL 3 or higher. This high level course is for students who wish to improve their grammar and editing skills. We will cover common sentence problems such as fragments and run-ons; punctuation; mechanics; verb tenses and forms, in the context of short writing assignments. ESL students who want to take this course must be tested in the Assessment Center, Room B118, Charlestown Campus. 16 weeks. Taught by Nada Jecmenica.

| OL | For username and password go to |
| | www.bhcc.mass.edu/mycourseaccess |

Intermediate Pronunciation
LNG-515   **$225**

Pronunciation class will be open to students in level Academic ESL 2 and higher. This course focuses on the pronunciation, rhythm and intonation of the English Language to enable students to communicate more clearly, effectively, and naturally in English. This is ideal for students who have fluency, but need to reduce their accents. Students may be required to complete assignments in the Language Lab in Room E226 in Charlestown. Prerequisite: students must register for this course in the Assessment Center in Charlestown in Room B118. Minimum student enrollment of 10 and maximum of 20.

| L5 | Mondays | 6:00 p.m.-9:00 p.m. | A. Fournier |
| | TBA | 09/06/11-12/19/11 | |

Test Preparation Courses

Ready for the GED Test?
General Educational Development (GED) Preparation
GED-104A   **$225**

Prepare for the State Department of Education's High School Development Equivalency Examination. 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 up-to-date textbooks/workbooks and calculators which are not included in the fee. Separate fee for testing.

T1	Tuesdays, Thursdays	6:00 p.m.-8:00 p.m.	TBA
	CHAR	09/06/11-12/01/11	
S1	Saturdays	9:00 a.m.-1:00 p.m.	
	CHAR	Class meets 10/15/11-12/10/11	

Citizenship Test Preparation Course – Become a US Citizen
LNG-415   **$100**

We offer a citizenship and naturalization course that will prepare English Language learning students to take the USCIS exam for citizenship and understand the N400 application process. Intermediate proficiency in English is required to understand the instructional materials. Our purpose is to prepare participants to take the examinations, both oral and written, for U.S. Citizenship. Students will learn about American History, Geography and Civics.

01	Tuesdays, Thursdays	8:45 p.m.-10:00 p.m.	TBA
	TBA	09/27/11-10/27/11	

TOEFL Preparation Course
TFL-101   **$225**

TOEFL class will be open to students in level Academic ESL 2 and higher.

The TOEFL preparation course features the most up-to-date, realistic practice tests and cooperative learning strategies led by our experienced teachers. Our TOEFL Preparation Course is designed to help students develop the listening, writing, speaking, and reading skills required for the test. Students will learn critical thinking skills and strategies that will help them feel confident and prepared to take the test. The curriculum of this class is based on the latest version of the TOEFL test.

01	Tuesdays	6:00 p.m.-9:00 p.m.	TBA
	CHAR	09/13/11-12/13/11	

SHRM® Learning System: (Certification Prep Program for PHR and SPHR)
BSN-124   **$1200 (includes study materials & books)**

Bunker Hill Community College (BHCC) is offering this program in cooperation with the Society for Human Resources Management (SHRM) as exam preparation for the Professional in Human Resources (PHR) and Senior Professional in Human Resources (SPHR) certification examinations administered by HRCI. This intensive SHRM Learning System® preparation course is designed to provide individuals with an over view of (6) key areas in human resource management. Materials include modules that correspond to the six functional areas, responsibilities, and associated knowledge as defined by the Human Resources Certification Institute (HRCI). Please call the Community Education Office at 617-228-2462 or email ssha4746@bhcc.mass.edu

T1	Tuesdays	6:00 p.m.-9:00 p.m.	J Thomas
	CHAR	09/06/11-11/22/11	

Career & Life Education

Personal Finance: Skills for Life
FNP-471   **$149**

Personal finance course focusing on the financial skills needed by young adults. Topics will include budgeting, banking, saving and investing, debt management, major purchases, and risk management. This is especially important to simplify what a FICO score even means to a young adult and how that can impact the future for them! 24 Hour Course

01	Friday	6:00 p.m.-8:45 p.m.	L Nye
	TBA	October 14-December 9, 2011	

Event Planning: 90 Hour Event Planning Certificate Program –
Two Semesters, Six Required Courses

This 90-hour certificate program provides students with the process of planning, marketing, implementing and evaluating the outcome of all types of events within the industry – social, (weddings) corporate, non-profit fundraising, educational and celebratory themed special events. Students will gain the required knowledge and skills to succeed in this rapidly growing and rewarding global industry. A variety of teaching methods are used, including classroom group projects, guest lectures, and field trips. Internship opportunities are available throughout the year to expose and prepare students. This program is ideal for those who are currently working in the industry, are looking to gain knowledge to start a career in event planning or desire to start their own event planning business.

Students can take all of the courses to gain the Certificate, or they can take any of the courses individually.

Fall Courses
- Introduction to Event Industry and its Professions
- Creative Elements – Event Design
- Financial Management – Non Profit Focus

Spring Courses
- Negotiations and Sales – Event Marketing Focus
- Food and Beverage Management – Wedding Focus
- Event Business Management – Entrepreneurship Focus

Introduction to Event Industry and its Professions
WCE-104   **$167**

This is an overview of the event planning industry, a new and fast growing career field. Emphasis will be placed on the characteristics and skills of a good event planner. Participants will be introduced to the basic components of planning an event such as: site selection, budget, food and beverage, contracts, promotion and management, as well as time management, networking, relationship building, and customer service skills as they relate to the industry.

	Thursdays	6:00 p.m.-9:00 p.m.	K Foster Salhaney
	CHAR	9/8-10/6/11	

Creative Elements – Event Design
WCE-104A   **$167**

Creating a good design for an event is the single most important indicator of its success. Establishing event goals, knowing the audience, establishing a structure and timetable, selecting outstanding activities, speakers, sites and menus must all fit with the customer/client resources and needs. Participants will learn how to research resources, set agendas, secure appropriate support, and design a valid evaluation process for the event. Everything must flow smoothly from the event design.

	Thursdays	6:00 p.m.-9:00 p.m.	K Foster Salhaney
	CHAR	10/13-11/10/11	

Financial Management – Non Profit Focus

WCE-104B   **$167**

All planned events must work within a given budget, whether it's a small or large one. Participants will learn the basics of good budget planning and monitoring. Budget tracking systems, funds management, financial statements and controls will be addressed as they relate to the industry. Also included is fixed and variable expense analysis, i.e.: how to determine those hidden factors that can greatly influence the budget (such as permit charges, taxes, gratuities, etc.). Balancing the event budget and meeting costs are critical to return business.

	Thursdays	6:00 p.m.-9:00 p.m.	K Foster Salhaney
	CHAR	11/17-12/22/11	

Lean for the Office: Analyzing and Improving Office and Service Operations
BSN-231   **$99**

The methods and principles in the course come from a body of knowledge known as Lean. It has been proven to dramatically improve organizations. You will learn how to: Identify and "see" the various inefficiencies in your office processes; Organize the workspace for ease of use and quality; Uncover the root cause of mistakes and errors and systematically solve them; Design work flow for efficiency (speed) and effectiveness; Create a visual mechanism to monitor and quickly correct work flow problems, Manage and lead more effectively. (Two Saturday classes)

	Saturdays	12:00 p.m.-4:00 p.m.	TBA
	TBA	11/12/11 & 11/19/11	

Grant Proposal Writing
WCE-350   **$195**

This 10 week online course will help you learn about the various parts of grant proposals, how to write proposals, and how grants are evaluated. As a course project you will develop a funding proposal.

OL	For username and password go to		
	www.bhcc.mass.edu/mycourseaccess		P Crozier
	Class meets 10/16/11-12/20/11		

Pre License Real Estate Sales
WCE-473   **$350**

This 40-hour class is geared for the individual seeking to become a real estate sales-person. 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. Instructor : Dave Ceruolo.

01	Mondays, Wednesdays	6:00 p.m.-9:00 p.m.	D Ceruolo
	CHAR	09/26/11-11/9/11	

Basics of Entrepreneurship Certificate Program
BSN-201   **$249**

This non-credit basics of entrepreneurship program provides information to prospec-tive and current entrepreneurs in assisting them in starting and building a successful business. The program includes writing a business plan, basic business finance, prin-ciples of marketing, supervisory and leadership skills, principles of negotiating, writing your first contracts, and should you incorporate. A certificate is granted upon comple-tion. For more information, please contact 617-228-2462.

01	Tuesdays, Thursdays	6:00 p.m.-9:00 p.m.	TBA
	CHAR	10/18/11-12/08/11	

Small Business Boot Camp: Real Solutions and Practical Strategies
BSN-355   **$99**

Want to Turn Your Good Idea Into a Great Business? Our Boot Camp is about problem solving, decision making, and critical and creative thinking. We provide immediate and ongoing feedback throughout the boot camp. Our exercises and activities reinforce these core practices, enabling you to create a successful business. The Core Prac-tices will lead you to small business success: Marketing your Product or Service; Branding your Company; Connecting with your Customers; Organizing your Organiza-tion; Utilizing New Technologies; and Creating an Online Presence. You learn by re-viewing examples of successes and failures, by participating in activities that reinforce what you have learned, and completing exercises that push you to apply your learning to various business challenges. Our Boot Camp training is a fast paced, active learn-ing experience. Instead of death by PowerPoint, our course is completely interactive, and immediately gives you the tools to apply what you have learned to your specific business challenges.

W1	Wednesdays	6:00 p.m.-8:00 p.m.	K Kochergin
	CHAR	10/26/11 & 11/19/11	

Principles of Special Education Laws and Regulations
WCE-251   **$25**

This class is specially designed to give you the tools that you need to prepare you for the educational challenges for a child who has a learning disability. In Massachusetts, the special education system is based on the federal special education law, the Indi-viduals 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 el-igible for special education and guarantee them an Individualized Education Program (IEP) designed to meet their unique needs. Content will include: Special Education Laws and Regulations; Evaluation Process & Time-line; What is an Individual Education Plan (IEP)?; and What is a 504 plan?

S1	Saturday	12:00 p.m.-3:00 p.m.	TBA
	CHAR	10/29/11	

Starting and Running a Successful Weatherization Business
BSN-311   **$149**

Intended for students with some experience in the weatherization or construction trades, this course will help participants develop a first draft of their startup business plan and learn how to grow a successful weatherization business through ethical and sustainable practices. Students will gain a deeper understanding of the weatherization industry, including its principal activities and results, market drivers, and business op-portunities. Learn how to market your business, develop sales skills, and build good customer relationships in this up-and-coming energy efficiency trade.

01	Wednesdays	6:00 p.m.-9:00 a.m.	TBA
	CHAR	9/28/11-11/16/11	

The Magic of Filmmaking
FSR-113A   **$175**

This workshop will take participants through the various stages of documentary film-making, from development to post-production and delivery. There will be a focus on a) generating a good idea, including key steps to research and idea development, b) an introduction to narrative and storytelling, and c) the computer basics to create and edit film. The course will involve numerous practical exercises.

01	Wednesdays	6:30 p.m.-8:45 p.m.	M Chan
	E169	9/21/11-12/14/11	

Boston Art Adventures
ART-323   **$49**

Ever wanted to learn about contemporary art but never knew where to start? This course will show you the way! Like treasure-hunters, we will seek out great art expe-riences in unlikely places, from out-of- the way galleries, to street corners, to public col-lections.

01	Saturdays	12:30 p.m.-3:30 p.m.	K Farrington
	CHAR	10/22/11-11/05/11	

Boston by Buildings
ART-375   **$49**

Grab your T pass for a time-traveling adventure through Boston's architecture! We will explore Colonial, Federal, Arts and Crafts, Art Deco, Modern, Post-Modern, and Contemporary history by decoding the designs and spaces of the city's best buildings.

01	Saturday	12:30 p.m.-3:30 p.m.	K Farrington
	CHAR	10/01/11-10/15/11	

Cultural Workshop Series: Learn About Current Issues in the Middle East

Morocco's Cultural Struggle
ART-351   **$10**

Morocco's geographical place makes it a mosaic of various cultures as many coloniz-ers have contributed to the country's culture. The native Moroccan are called the Amazigh but are commonly referred to as Berbers (a derogatory term stemming from 'barbario' or Barbarian). Historically, they have been pushed to live in harsh conditions when the colonizers took the futile lands. To this day, the Amazigh are discriminated against which leads to instability in the region. As North Africa and the Middle East go through their revolutions, the Amazigh in Morocco, Algeria, Libya, Nigeria, etc. see an opportunity, through the political domino effect, in order to have their voices heard as equal members of their societies.

	Saturday	1:00 p.m.-3:00 p.m.	S Aitehaj
	CHAR	11/5/11	

North Africa's Identity Crisis
ART-353   **$10**

The Arabization (or forced assimilation to Arabic culture) have led many Amazigh to as-similate completely where to be Muslim means to be Arab solely in Morocco. As a re-sult of this, many Amazigh activists in North Africa don't want to be associated with Islam and conflict erupts between the growing secular Amazigh activists and the Is-lamic fundamentalists. More importantly Amazigh movements can be seen as demo-cratic movements thus challenging the political leadership and perhaps might even topple it in the future depending on the outcome of the current revolutions.

	Saturday	1:00 p.m.-3:00 p.m.	S Aitehaj
	CHAR	11/12/11	

The Rural Moroccan Muslim Women as Catalysts for Change
ART-355   **$10**

The Amazigh Rural Moroccan woman is at the core of the village society. The Amazigh women use the Arts such as poetry and dance as a way to preserve the disappearing Amazigh culture. More importantly, the Amazigh women also support their families financially, thus becoming the bread winners of the household. This is highly signifi-cant because the Amazigh as Muslim women acquire a much greater status in the household. With scarce jobs for rural men and with increasing droughts due to climate

changes including desertification which has weakened agriculture, the Amazigh women use their artistic talents to weave carpets creating micro-businesses and improving the village life economically.

Saturday	1:00 p.m.-3:00 p.m.	S Aitehaj	
CHAR	11/19/11		

Fitness, Safety, Recreation

Capoeira: An Introduction
FSR-615 $99

This folk/martial art is from Brazil and has African origins that combine traditional music with dance and self defense. Capoeira was created in Brazil by slaves brought from Africa sometime after the sixteenth century. Participants form a or circle, and take turns either playing musical instruments, singing, or ritually sparring in pairs in the center of the circle. The sparring is marked by fluid acrobatic play, feints and extensive use of sweeps, and kicks. Capoeira does not focus on injuring the opponent. Rather, it emphasizes skill.

T1	Tuesdays, Thursdays	6:00 p.m.-8:00 p.m.	N Gonzales
	TBA	11/1/11-12/01/11	

CPR for Health Care
FSR-106 $67

This one-day course covers the basic skills needed to treat airway, breathing, and cardiac emergencies in adults, children, and infants. Included in the skills are one and two-person CPR, use of a mask for ventilation, and the use of the automated external defibrillator. Upon successful completion the participant will be issued an American Heart Association CPR card at the Healthcare Provider Level.

S1	Saturday	9:00 a.m.-1:00 p.m.	TBA
	CHAR	09/17/11	
S2	Saturday	9:00 a.m.-1:00 p.m.	TBA
	TBA	11/19/11	

Pilates-An Introduction
FSR-417 $69

A dynamic series of precise movements and exercises that enhance your natural alignment and elongate the muscles. This course will combine the exercise and movement methodologies of the East and West. In class, we will continue to elevate fitness through constantly investigating the science of the human body. This course is taught in ideal environment where intimidation and judgments are left behind.

F1	Fridays	4:30 p.m.-5:30 p.m.	L Nye
	CHAR	10/14/11-12/9/11	

R.A.D. Women's Self-Defense Workshop
FSR-619C $57

The Rape Aggression Defense system is a program of realistic self-defense tactics and techniques. This system is a comprehensive, women-only course that begins with awareness, prevention, risk reduction, and risk avoidance, then progresses to the basics of hands-on defense training. It is not a martial arts program but does offer women instruction on physical self-defense. Minimum enrollment for this class is 16. On-site child care is available if needed for an additional nominal fee.

01	Tuesdays	6:30 p.m.-8:30 p.m.	R Barrows
	CHAR	09/27/11-11/29/11	

Yoga
FSR-055 $60

Explore basic postures, breathing exercises and learn about other facets of Yogic Philosophy. Take the opportunity to learn why Yoga is for everyone regardless of age or physical challenges. Wear loose comfortable clothing, bring a mat, a small blanket, and bottled water to class. 8 classes Instructor: TBA

01	Fridays	3:00 p.m.-4:00 p.m.	A Cameron
	CHAR	10/7/11-12/16/11	

Zumba Fitness: (open to all fitness levels) ages 18+
NCD-618C $50

Learn basic Latin dances/rhythms with easy-to-follow moves. The routines feature interval/resistance training to fast and slow rhythms. Zumba will tone and sculpt the entire body while burning fat and calories. COME JOIN THE PARTY!!

T1	Tuesdays, Thursdays	6:00 p.m.-7:00 p.m.	S Leach
	A300	10/18/11 – 11/10/11	

Bartending
WCE-301 $195

This class will present basic principles of bar organization and equipment with a view to training students to properly serve drinks and cocktails. This class will also cover basic preparation of frozen drinks and non-alcoholic beverages using state-of-the art equipment. All class sessions will be conducted in a simulated bar environment. Certificates of completion will be distributed.

SU	Sundays	1:00 p.m.-4:00 p.m.	K Hanley
	E421	9/18-10/16/11	

Computers

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 file management. 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	6:00 p.m.-9:00 p.m.	A Chiaradonna
	CHAR	09/12/11 – 10/24/11	

Microsoft Excel
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 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. Please bring a flash drive to the first meeting. Prerequisite: Familiarity with computers.

H1	Thursdays	6:00 p.m.-9:00 p.m.	M Griffin
	CHAR	09/15/11-10/20/11	
S1	Saturdays	9:00 a.m.-12.00 p.m.	B Chervin
	CHAR	09/10/11-10/15/11	

Advanced Microsoft Excel
CPT-204B $112

This course will teach advanced Excel applications. Through instructor-led or self-paced, step-by-step instruction, participants will learn how to perform "what if" analysis, create PivotTables, exchange data with other programs, control worksheet properties and calculations. Please bring a disk to the first class. Prerequisite: Microsoft Excel (CPT204)

H1	Thursdays	6:00 p.m.-9:00 p.m.	M Griffin
	D117	11/03/11-12/15/11	
SU	Sundays	9:00 a.m. -12:00 p.m.	B Chervin
	CHAR	11/06/11-12/18/11	

Microsoft Word
CPT-203 $112

This class introduces students to the basics of Word. Participants will create and edit business and personal documents, letterheads, resumes, labels and flyers and learn to use the Internet to access information and clipart to incorporate into documents and flyers. Please bring a disk to the first class meeting.

F1	Fridays	6:00 p.m.-9:00 p.m.	B Chervin
	CHAR	09/16/11-10/21/11	
T1	Tuesdays	6:00 p.m.-9:00 p.m.	M Griffin
	D121B	09/13/11-10/18/11	

Microsoft PowerPoint
CPT-208 $112

This course offers a step-by-step approach for learning how to design, create, edit, and enhance presentations.

01	Mondays	6:00 p.m.-9:00 p.m.	TBA
	D117	11/07/11-12/12/11	
SU	Sundays	12:00 p.m.-03:00 p.m.	TBA
	CHAR	11/06/11-12/11/11	

Microsoft Access
CPT-206 $112

This course provides a working knowledge of Microsoft Access, a database software program. Participants will learn how to use Access to connect and use resources on the Internet. Topics will include designing and creating databases, entering and editing data into tables, designing and using basic forms, integrating Access data with other office applications and Internet, establishing relationships between tables, finding, sorting and filtering information, creating basic queries, and designing and using basic reports.

W1	Wednesdays	6:00 p.m.-9:00 p.m.	M Griffin
	D117	10/26/11-12/07/11	

Computer Industry Certification Exam Preparation Courses

COMPTIA 220-701
A+ Essentials Certification Exam Preparation
CPT-503 $199

This is an Instructor led, on-line, web-based course that prepares students to take the first of the CompTIA A+ 220-701 Certification Examination which measures knowledge of basic computer hardware and operating systems, covering skills such as installation, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing and preventive maintenance, with additional elements of security and soft skills. The course includes access to the Exam Force web-site for drill & practice examinations and other on-line and printable "Exam Cram" materials. Upon enrollment the Course Instructor will work with each student individually to establish their scheduled progression through the course. Upon completion of this course students will be prepared to take the A+ 220-701 Essentials Certification Examination at any approved CompTIA Testing Center. For additional information contact ICTCertificationBHCC@gmail.com and visit www.ExamForce.com. There is no prerequisite for this course.

OL   For more information go to http://www.bhcc.mass.edu/inside/2009

COMPTIA 220-702
A+ Practical Application Certification Exam Preparation
CPT-505 $199

This is an Instructor led, on-line, web-based course that prepares students to take the second of the CompTIA A+ 220-702 Certification Examinations. The 220-702 Practical Application exam measures the necessary competencies for an entry-level IT professional who has hands-on experience in the lab or in the field. Successful candidates will have the skills required to install, configure, upgrade, and maintain PC workstations, the Windows OS and SOHO networks. The successful candidate will utilize troubleshooting techniques and tools to effectively and efficiently resolve PC, OS, and network connectivity issues and implement security practices. Job titles in some organizations which are descriptive of the role of this individual may be: Enterprise technician, IT administrator, field service technician, PC or Support technician, etc. Ideally, the CompTIA A+ Practical Application candidate has already passed the CompTIA A+ Essentials examination. The course includes access to the Exam Force web-site for drill & practice examinations and other on-line and printable "Exam Cram" materials. Upon enrollment the Course Instructor will work with each student individually to establish their scheduled progression through the course. Upon completion of this course students will be prepared to take the A+ 220-702 Practical Application Certification Examination at any approved CompTIA Testing Center. For additional information contact ICTCertificationBHCC@gmail.com and visit www.ExamForce.com. There is no prerequisite for this course.

OL   For more information go to http://www.bhcc.mass.edu/inside/2009

COMPTIA N10-004
Network + Certification Exam Preparation
CPT-507 $199

This is an Instructor led, on-line, web-based course that prepares students to take the N10-004 CompTIA Network+ Certification Examination. Network+ validates the knowledge and skills of networking professionals. It is an international, vendor-neutral certification that recognizes a technician's ability to describe the features and functions of networking components and to manage, maintain, troubleshoot, install, operate and configure basic network infrastructure. Although not a prerequisite, it is recommended that CompTIA Network+ candidates have at least nine months of experience in network support or administration or adequate academic training, along with a CompTIA A+ certification. The course includes access to the Exam Force web-site for drill & practice examinations and other on-line and printable "Exam Cram" materials. Upon enrollment the Course Instructor will work with each student individually to establish their scheduled progression through the course. Upon completion of this course students will be prepared to take the Network+ N10-004 Certification Examination at any approved CompTIA Testing Center. For additional information contact ICTCertificationBHCC@gmail.com and visit www.ExamForce.com.. There is no prerequisite for this course.

OL   For more information go to http://www.bhcc.mass.edu/inside/2009

COMPTIA SY0-201
Security + Certification Exam Preparation
CPT-509 $199

This is an Instructor led, on-line, web-based course that prepares students to take the CompTIA SY0-201 Security+ Certification Examination. Security+ is an international, vendor-neutral certification that is taught at colleges, universities and commercial training centers around the world. Although not a prerequisite, it is recommended that CompTIA Security+ candidates have at least two years on-the-job networking experience, with an emphasis on security. The CompTIA Network+ certification is also recommended. Earning a CompTIA Security+ certification demonstrates proof of knowledge and expertise in security topics, such as communication security, infrastructure security, cryptography, access control, authentication, external attack and operational/organization security. The course includes access to the Exam Force web-site for drill & practice examinations and other on-line and printable "Exam Cram" materials. Upon enrollment the Course Instructor will work with each student individually to establish their scheduled progression through the course. Upon completion of this course students will be prepared to take the Security+ SY0-201 Certification Examination at any approved CompTIA Testing Center. For additional information contact ICTCertificationBHCC@gmail.com and visit www.ExamForce.com. There is no prerequisite for this course.

OL   For more information go to http://www.bhcc.mass.edu/inside/2009

CISCO 640-721
Wireless Certification Exam Preparation
CPT-511 $219

This is an Instructor led, on-line, web-based course that prepares students to take the Cisco 604-721 Wireless Certification Examination. The course includes access to the Exam Force web-site for drill & practice examinations and other on-line and printable "Exam Cram" materials. Cisco Certified Network Associate Wireless (CCNA® Wireless) validates associate-level knowledge and skills to configure, implement and support wireless LANs, specifically those networks using Cisco equipment. With a CCNA Wireless certification, network professionals can support a basic wireless network on a Cisco WLAN in a SMB to enterprise network. Upon enrollment the Course Instructor will work with each student individually to establish their scheduled progression through the course. Upon completion of this course students will be prepared to take the Wireless 640-721 Certification Examination at any approved Testing Center. For additional information contact ICTCertificationBHCC@gmail.com and visit www.ExamForce.com. Prerequisite: Valid CCNA or any CCIE Certification can act as a pre-requisite for this course.

OL   For more information go to http://www.bhcc.mass.edu/inside/2009

PW0-104
Certified Wireless Network Administrator (CWNA)
CPT-513 $219

This is an Instructor led, on-line, web-based course that prepares students to take the PW0-104 Wireless Network Administrator (CWNA) Certification Examination. The course includes access to the Exam Force web-site for drill & practice examinations and other on-line and printable "Exam Cram" materials. The CWNA exam measures the candidate's ability to understand the fundamentals of RF behavior and to describe the features and functions of WLAN components. Also tested are the skills needed to install, configure, and troubleshoot WLAN hardware peripherals and protocols. Upon enrollment the Course Instructor will work with each student individually to establish their scheduled progression through the course. Upon completion of this course students will be prepared to take the CWNA PW0-104 Certification Examination at any approved Testing Center. For additional information contact ICTCertificationBHCC@gmail.com and visit www.ExamForce.com.There is no prerequisite for this course.

OL   For more information go to http://www.bhcc.mass.edu/inside/2009

CISCO CCNA 640-802
Certification Exam Preparation
CPT-515 $399

This is an Instructor led, on-line, web-based course that prepares students to take the most current Cisco Systems 640-802 CCNA® Certification Examination. The course includes access to the Exam Force web-site for drill & practice examinations and other on-line and printable "Exam Cram" materials. 640-802 tests a candidate's knowledge and skills required to successfully install, operate, and troubleshoot a small to medium size enterprise branch network. CramMaster covers topics on VLSM and IPv6 addressing; extending switched networks with VLANs; configuring, verifying and troubleshooting VLANs; the VTP, RSTP, OSPF and EIGRP protocols; determining IP routes; managing IP traffic with access lists; NAT and DHCP; establishing point-to- point connections; and establishing Frame Relay connections. Upon enrollment the Course Instructor will work with each student individually to establish their scheduled progression through the course. Upon completion of this course students will be prepared to take the CCNA 640-802 Certification Examination at any approved Testing Center. For additional information contact ICTCertificationBHCC@gmail.com and visit www.ExamForce.com. There is no prerequisite for this course.

OL   For more information go to http://www.bhcc.mass.edu/inside/2009

CISCO CCNA 640-816
Certification Exam Preparation
CPT-517 $219

This is an Instructor led, on-line, web-based course that prepares students to take the most current Cisco Systems 640-816 CCNA® Certification Examination. The course includes access to the Exam Force web-site for drill & practice examinations and other on-line and printable "Exam Cram" materials. 640-816 tests a candidate's knowledge and skills required to successfully install, operate, and troubleshoot a small to medium size enterprise branch network. CramMaster covers topics on VLSM and IPv6 addressing; extending switched networks with VLANs; configuring, verifying and troubleshooting VLANs; the VTP, RSTP, OSPF and EIGRP protocols; determining IP routes; managing IP traffic with access lists; NAT and DHCP; establishing point-to- point connections; and establishing Frame Relay connections. Upon enrollment the Course Instructor will work with each student individually to establish their scheduled progression through the course. Upon completion of this course students will be prepared to take the CCNA 640-816 Certification Examination at any approved Testing Center. For additional information contact ICTCertificationBHCC@gmail.com and visit www.ExamForce.com. There is no prerequisite for this course.

OL   For more information go to http://www.bhcc.mass.edu/inside/2009

CISCO CCNA 640-822
Certification Exam Preparation
CPT-519 $219

This is an Instructor led, on-line, web-based course that prepares students to take the most current Cisco Systems 640-822 CCNA® Certification Examination. The course includes access to the Exam Force web-site for drill & practice examinations and other on-line and printable "Exam Cram" materials. 640-822 tests a candidate's knowledge and skills required to successfully install, operate, and troubleshoot a small branch office network. The exam includes topics on networking fundamentals; connecting to a WAN; basic security and wireless concepts; routing and switching fundamentals; the TCP/IP and OSI models; IP addressing; WAN technologies; operating and configuring IOS devices; configuring RIPv2, static and default routing; implementing NAT and DHCP; and configuring simple networks. Upon completion of this course students will be prepared to take the CCNA 640-822 Certification Examination at any approved Testing Center. For additional information contact ICTCertificationBHCC@gmail.com and visit www.ExamForce.com. There is no prerequisite for this course.

OL   For more information go to http://www.bhcc.mass.edu/inside/2009

Microsoft Word 2007 77-601
Certification Exam Preparation
CPT-521 $199

This is an Instructor led, on-line, web-based course that prepares students to take the most current Microsoft WORD® Certification Examination. The course includes access to the Exam Force web-site for drill & practice examinations and other on-line and printable "Exam Cram" materials. A Microsoft Office Specialist (MOS) certification helps validate proficiency in using Microsoft Office WORD and meets the demand for the most up-to-date skills on the latest Microsoft technologies. Candidates who pass a certification exam show that they can meet globally recognized performance standards. Upon enrollment the Course Instructor will work with each student individually to establish their scheduled progression through the course. Upon completion of this course students will be prepared to take the Microsoft Office WORD 77-601 Certification Examination at any approved Testing Center. For additional information contact ICTCertificationBHCC@gmail.com and visit www.ExamForce.com. There is no prerequisite for this course.

OL   For more information go to http://www.bhcc.mass.edu/inside/2009

Microsoft Excel 2007 77-602
Certification Exam Preparation
CPT-523 $199

This is an Instructor led, on-line, web-based course that prepares students to take the most current Microsoft EXCEL® Certification Examination. The course includes access to the Exam Force web-site for drill & practice examinations and other on-line and printable "Exam Cram" materials. A Microsoft Office Specialist (MOS) certification helps validate proficiency in using Microsoft Office EXCEL and meets the demand for the most up-to-date skills on the latest Microsoft technologies. Candidates who pass a certification exam show that they can meet globally recognized performance standards. Upon enrollment the Course Instructor will work with each student individually to establish their scheduled progression through the course. Upon completion of this course students will be prepared to take the Microsoft Office EXCEL Certification Examination at any approved Testing Center. For additional information contact ICTCertificationBHCC@gmail.com and visit www.ExamForce.com. There is no prerequisite for this course.

OL   For more information go to http://www.bhcc.mass.edu/inside/2009

Microsoft Outlook 77-604
Certification Exam Preparation
CPT-525 $199

This is an Instructor led, on-line, web-based course that prepares students to take the most current Microsoft OUTLOOK® Certification Examination. The course includes access to the Exam Force web-site for drill & practice examinations and other on-line and printable "Exam Cram" materials. A Microsoft Office Specialist (MOS) certification helps validate proficiency in using Microsoft Office OUTLOOK and meets the demand for the most up-to-date skills on the latest Microsoft technologies. Candidates who pass a certification exam show that they can meet globally recognized performance standards. Upon enrollment the Course Instructor will work with each student individually to establish their scheduled progression through the course. Upon completion of this course students will be prepared to take the Microsoft Office 77-604 OUTLOOK Certification Examination at any approved Testing Center. For additional information contact ICTCertificationBHCC@gmail.com and visit www.ExamForce.com. There is no prerequisite for this course.

OL   For more information go to http://www.bhcc.mass.edu/inside/2009

Microsoft MCP 70-290
Certification Exam Preparation
CIT-527   **$219**

This is an Instructor led, on-line, web-based course that prepares students to take the Microsoft MCP 70-290 Server 2003 Certification Examination. The course includes access to the Exam Force web-site for drill & practice examinations and other on-line and printable "Exam Cram" materials. The Microsoft Certified Systems Administrator (MCSA) on Windows Server 2003 credential is intended for IT professionals who work in the typically complex computing environment of medium to large companies. Upon enrollment the Course Instructor will work with each student individually to establish their scheduled progression through the course. Upon completion of this course students will be prepared to take the Microsoft MCP 70-290 Certification Examination at any approved Testing Center. For additional information contact ICTCertificationBHCC@gmail.com and visit www.ExamForce.com.

OL   For more information go to http://www.bhcc.mass.edu/inside/2009

Microsoft MSP MSP 70-290
Certification Exam Preparation
CPT-527   **$219**

This is an Instructor led, on-line, web-based course that prepares students to take the Microsoft MCP 70-290 Server 2003 Certification Examination. The course includes access to the Exam Force web-site for drill & practice examinations and other on-line and printable "Exam Cram" materials. The Microsoft Certified Systems Administrator (MCSA) on Windows Server 2003 credential is intended for IT professionals who work in the typically complex computing environment of medium to large companies. Upon enrollment the Course Instructor will work with each student individually to establish their scheduled progression through the course. Upon completion of this course students will be prepared to take the Microsoft MCP 70-290 Certification Examination at any approved Testing Center. For additional information contact ICTCertificationBHCC@gmail.com and visit www.ExamForce.com. There is no prerequisite for this course.

OL   For more information go to http://www.bhcc.mass.edu/inside/2009

ORACLE 1Z0-007
SQL Certification Exam Preparation
CPT-529   **$219**

This is an Instructor led, on-line, web-based course that prepares students to take the 1Z0-007 ORACLE SQL Certification Examination. The course includes access to the Exam Force web-site for drill & practice examinations and other on-line and printable "Exam Cram" materials. Upon enrollment the Course Instructor will work with each student individually to establish their scheduled progression through the course. Upon completion of this course students will be prepared to take the ORACLE 1Z0-007 SQL Certification Examination at any approved Testing Center. For additional information contact ICTCertificationBHCC@gmail.com and visit www.ExamForce.com. There is no prerequisite for this course.

OL   For more information go to http://www.bhcc.mass.edu/inside/2009

Medical & Health Care Related Courses

EKG Technician Certification Program
WCE-411   **$999 (textbooks included)**

This comprehensive 50 hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the American Society of Phlebotomy Technician (ASPT) – Electrocardiograph (EKG) Technician exam and other National Certification Exams. This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, laboratory assisting, electrocardiography and echocardiography. Additionally, students will practice with equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices. Course Contact Hours – 50 hrs.

| 01 | Mondays, Wednesdays | 6:00 p.m.-9:30 p.m. | TBA |
| | CHAR | 10/17-12/14/11 | |

Medical Administrative Assistant Program
HLT-107   **$999 (textbooks included)**

This 50-hour course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Medical Administrative Assistants, Medical Secretary, and Medical Records Clerks are all positions in great demand. This program covers important background information on the medical assisting profession and interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain a medical administrative assistant position in the health care field. **Note:** This program does not include a national or state certification as part of its overall objectives. Course Contact hours – 50 hrs.

| 01 | Tuesdays, Thursdays | 6:00 p.m.-9:30 p.m. | TBA |
| | TBA | 10/18/11- 12/15/11 | |

Ophthalmic Assistant
WCE-911   **$999 (textbooks included)**

The 50-hour Ophthalmic Assistant Program prepares students for entry-level positions in Ophthalmology, one of the fastest growing healthcare segments. Through classroom lecture and labs, this program includes: anatomy and physiology of the eye; general principles of pharmacology; prescriptions written for the eye; visual acuity; and tonometry (basic) and glaucoma. It also includes a review of ocular dressing procedures, maintenance of equipment and instruments, and other areas. Note: Although this program does not include a clinical rotation or national or state certification as part of its overall objectives, this program meets the requirements of the American Academy of Ophthalmology (AAO), and the AAO's Ophthalmic Medical Assisting Exam, which students may take after meeting certain work experience requirements. Course Contact Hours - 50 hrs.

| 01 | Tuesdays, Thursdays | 6:00 p.m.-9:30 p.m. | TBA |
| | CHAR | 10/18/11- 12/15/11 | |

Online Courses at Bunker Hill Community College

VIRTUAL EDUCATION SOFTWARE (VESI) ON-LINE COURSES

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. To select a course, please go to: http://virtualeduc.com/bhcc/

All courses in this section are 30 contact hours/ =30 PDPs $189

- Advanced Classroom Management: Children as Change Agents
- Attention Deficit Disorder: Information & Interventions for Effective Teaching
- Autism & Asperger's Disorder: Information & Effective Intervention Strategies
- Child Abuse: Working with Abused & Neglected Children
- Drugs & Alcohol in Schools: Understanding Substance Use & Abuse
- Early Childhood: Family-Centered Services
- Early Childhood: Observation & Assessment
- Early Childhood: Program Planning
- Early Childhood: Typical & Atypical Development
- Educational Assessment: Assessing Student Learning in the Classroom
- Ethics & Safety for Our Schools
- Harassment, Bullying & Cyber-Intimidation in Schools
- Inclusion: Working with Special Needs Students in Mainstream Classrooms
- Infant & Toddler Mental Health: Issues & Information for Educators
- Reading Fundamentals #1: An Introduction to Scientifically-based Research
- Reading Fundamentals #2: Laying the Foundation for Effective Reading Instruction
- Talented & Gifted: Working with High Achievers
- Traumatized Child: Strategies for Managing Disruptive Behavior
- Teaching Diversity: Influences & Issues in the Classroom
- Teaching Elementary Math Conceptually: A New Paradigm
- Violence in Schools: Identification, Prevention & Intervention Strategies

Online Courses at Bunker Hill Community College

VIRTUAL EDUCATION SOFTWARE (VESI) ON-LINE COURSES

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. To select a course, please go to: http://virtualeduc.com/bhcc/

All courses in this section are 45 contact hours/ =45 PDPs $249

- Behavior is Language: Strategies for Managing Disruptive Behavior
- Learning Disabilities: Practical Information for Classroom Teachers
- Reading Fundamentals #3: The Elements of Effective Reading Instruction & Assessment
- Understanding Aggression: Coping with Aggressive Behavior in the Classroom

More On-Line Education & Certificate Programs

We are now offering Gatlin Education Online Career Courses. Choose from these or from many other available offerings. Check out Gatlin's website at www.gatlineducation.com/bhcc for course descriptions, registration, instructor bios, and demos. Start any time, complete the course at your convenience. You will love the quality as well as the convenience of anytime, anywhere learning.

To register and speak to a representative about loans call (877) 221-5151.

Below are just an example of the On-line Education & Certificate Programs.

Business and Professional

Administrative Professional with Microsoft Office 2007 Master

Administrative Professional with Microsoft Office Specialist 2007 Training

Bookkeeping the Easy Way with QuickBooks

Certified Global Business Professional

Certified Mediator

Certified National Pharmaceutical Representative

eBusiness Certificate: Learn the ins and outs of e-commerce.

Entrepreneurship: Start-Up and Business Owner Management

Grant Writing

Non-Profit Management

Paralegal

Records Management Certificate

Technical Writing

Healthcare and Fitness

Administrative Dental Assistant

Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology

Advanced Hospital Coding and CCS Prep

HIPAA Compliance

Medical Billing and Coding

Nutrition for Optimal Health, Wellness, and Sports

Pharmacy Technician

Hospitality and Gaming

Casino Blackjack Dealer

Casino Poker Dealer

Certified Wedding Planner

Interior Design

IT and Software Development

3ds max

AutoCAD 2009

Cisco® CCNA® Certification Training

CompTIA™ A+ Certification Training

Forensic Computer Examiner

Microsoft Certified Desktop Support Technician (MCDST)

Microsoft Office 2007 Master

Microsoft Project 2007, Standard Edition Software Included

Web Database Developer Webmaster

Management and Corporate

Lean Mastery

Management Training

Project Management

Six Sigma Green Belt

Media and Design

Digital Arts Certificate

Fine Arts Certificate

Game Art Certificate

Graphic Design with Photoshop CS4

Multimedia Arts Certificate

Video Game Design and Development

Web Design Certificate

Skilled Trades and Industrial

Biofuel Production Operations

Home Inspection Certificate

HVAC Technician

Modern Automotive Service Technician

Natural Gas Plant Operations

Business and Professional

Education 2 Go

Update skills, discover talents, or chart a career path at your own pace and convenience! Lessons are supplemented with interactive quizzes, assignments, tutorials and on-line discussions. All you need is an e-mail address, Web browser and required software.

Registration is now a Simple, One-Step Process!

Go to http://www.ed2go.com/bunkerhill/ and visit the Courses page, select the course you want to take. Click on the Enroll Now button, enter your information, and pay with a credit card on the Ed2Go website.

See all of our offerings in the following categories:

- Career and Professional
- Computers and Technology
- Writing and Publishing
- Personal Development
- Languages

If you have questions regarding any of these classes, please feel free to contact us via the following information.

Telephone: 617-228-2462
E-mail: commed@bhcc.mass.edu
Fax: 617-228-2080

Visit us on the web at:
http://www.bhcc.mass.edu/ce

Jobs for the New Economy: "Green" Online Training + You = Success

Bunker Hill Community College Office of Community Education, in partnership with Protrain Online, is your solution for "Green"/Renewable Energy training! Everyone's talking GREEN. Make it your business! Business and industry are doing their part to create healthy indoor and outdoor environments for everyone. These online courses will help you learn the skills you need to excel in the jobs for the new economy. To learn more and to register for any and all of these courses, please go to: http://BHCC.theknowledgebase.org

"Green"/Renewable Energy Courses

Entry Level Green Training

Intro to Building Energy Efficiency
Green Building Sales Professional
Green Building Technical Professional
Green Building for Contractors
Green Building for Contractors Level 2
Carbon Strategies
Sustainability 101
Green Purchasing Fundamentals
Fundamentals of Mold Inspection
CSR / Green Business Practices
Green Building for Mortgage Professionals
Green Building for Insurance Professionals
Green Building for Real Estate Professional
Green Certified Home Inspector

Green Certified Government Leader
Green Germ Control Specialist
Green Landscaping
Green Cleaning Technician
Waste Management Coordinator
Sustainability Planning Specialist
Green Building for Health Care Professionals

Leed Certification

LEED Green Associate
LEED AP Operations + Maintenance (O+M)
LEED 2009 Building Design and Construction BD+C
LEED AP Interior Design + Construction
Energy Efficient Design for Architects

Indoor Air Quality

Certified Indoor Air Quality Manager (CIAQM)
Certified Indoor Environmentalist (CIE)
Certified Microbial Investigator (CMI)
Indoor Air Quality - Fundamentals of ASHRAE Standard 62.1

Energy Auditing/Weatherization

Home Energy Analyst (HERS)
Weatherization Energy Auditor (BPI)
Weatherization Installer Shell Technician/Installer
Home Energy Auditor
Commercial Energy Auditor
Code Training/New Construction Inspection
Energy Auditing Software Training

Renewable Energy Training

Fundamentals of Solar Hot Water Heating
NABCEP Photovoltaic Entry Level Certification
Photovoltaic System Design & Installation
Wind Energy Technology
Alternative Energy Operation

Sustainability

Green Supply Chain Training
Certified Sustainability Professional
Green Supply Chain Professional
Senior Certified Sustainability Professional
Certified Green Specialist
Certified Green Designer
Certified Sustainability Officer
Fundamentals of Sustainable Buildings
Certified Environmental Specialist

Enviornmental Training

Water Treatment Operations Certificate (Standard)
Water Treatment Operations Certificate (Complete)
Wastewater Treatment Operations Certificate (Standard)
Wastewater Treatment Operations Certificate (Complete)
Solid Waste Operations Certificate