

Bunker Hill Community College

# Community Education



## FALL 2015

### Division of Workforce Development

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

# Bunker Hill Community College

## Division of Workforce Development

September 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)
- U.S. 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 [commmed@bhcc.mass.edu](mailto:commmed@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

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## 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.

### 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.

## Step-by-Step Instructions to Register and Pay Online

1. Go to [bhcc.edu/ce](http://bhcc.edu/ce).
2. Click on the "Register Now" button.
3. Click on "Register and Pay" underneath "Registration."
4. Search for a course in the "Search For" field or type in the "Course Code Number" field if you have it readily available. If entering the course code number, you must add the dash between the course code and number: e.g., CPT-315.
5. Click the "Submit" button.
6. Add a checkmark "✓" next to the course you are registering for and then click "Submit."
7. Fill out the personal identification page (only \* fields). Check box to certify and then click "Submit."
8. Additional Registration Info Page > Select your "Educational Goal," "Reason For Taking" and "How You Learned of This Class" from the drop-down menus.
9. On the "Pay for Classes" Page > Select "Register now (check out)" and then select "Payment Type."
10. On the "Processing My Credit Card Payment" page, click "CONTINUE."
11. The page will be directed to PayPal. Once you've entered your credit card number, expiration date and CSC, click "Pay Now."

# Community Education

## Basic ESL

### BASIC ESL OR SOCIAL ESL? Which should I take?

**Basic ESL** is for students who wish to advance to Academic ESL. Academic ESL prepares English learners for college classes, leading to certificate or degree programs. If your goal is to earn a certificate or degree at Bunker Hill Community College in the near future, the BESL program is for you. Each level is 60 hours. \$375 per course.

**Social ESL** is for students who wish to improve their English skills for social and work-related purposes. Students taking this option will learn English to help in their current job, improve their chance of getting a better job that requires more English skills, and perform day-to-day activities with greater ease due to improved English skills. Each level is 45 hours. \$229 per course.

### NEW & IMPROVED 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 September 8, 2015, and end December 20, 2015.

#### Basic Speak/Listen and Read/Write BLL-001 \$375

This basic literacy course is for non-native speakers of English who want to improve their conversation, pronunciation, reading and writing skills. Students will practice their conversation skills by speaking about interesting topics and improve their pronunciation skills with pronunciation exercises. They will also learn basic writing and reading skills that will include letter and word recognition, spelling and reading comprehension. Students will also learn basic grammar. Total hours: 60

M1	M, W	6-7:50 p.m.	H120
S1	Sa	8-11:40 a.m.	H120
SU	Su	8-11:40 a.m.	B114
S2	Sa	12-3:40 p.m.	H147
T1	Tu, Th	6-7:50 p.m.	H148



#### Speak/Listen and Read/Write Level I BSL-001 \$375

The emphasis in Basic ESL classes is on preparing students for academic ESL. This Level 1 class provides the foundation for the four primary skills of reading, writing, speaking and listening. Related skills such as vocabulary, spelling, pronunciation, meaning and usage will also be covered. This integrated-skills approach to learning English helps students to interact naturally in the language. Students will read short articles, discuss them in groups, answer comprehension questions and write about the articles. Students will also practice listening skills as they listen to audiotapes and watch videos on various topics such as employment, family, culture and everyday life. Basic grammar is taught through lessons, exercises, reading and writing. Total hours: 60

L01	Tu, Th	8-9:50 a.m.	H156
O2	F	8-11:40 a.m.	H149
O3	M, W	11-12:50 p.m.	Room TBD
H1	Th	6-9:40 p.m.	H152
M1	M, W	6-7:50 p.m.	H148
S1	Sa	8-11:40 a.m.	H148
SU	Su	12-3:40 p.m.	H149
T1	Tu	6-9:40 p.m.	H156

#### Speak/Listen and Read/Write Level II BSL-002 \$375

The emphasis in Basic ESL classes is on preparing students for academic ESL. This Level 2 class develops reading, writing, speaking and listening skills. Related skills such as vocabulary, spelling, pronunciation, meaning and usage will also be covered. This integrated-skills approach to learning English helps students to interact naturally in the language. Students will read longer articles, discuss them in groups, answer comprehension questions and write paragraphs and short essays about the articles. They will also practice listening skills as they listen to audiotapes and watch videos on various topics such as employment, education, family, health, culture, everyday life and more. Students further develop their knowledge and grammar skills through lessons, exercises, reading and writing. Total hours: 60

O1	M, W	8-9:50 a.m.	H120
O2	M, W	11-12:50 p.m.	Room TBD
O3	Tu, Th	11-12:50 p.m.	Room TBD
O4	F	8-11:40 a.m.	H152
O5	F	12-3:40 p.m.	D215
H1	Th	6-9:45 p.m.	H156
M1	M, W	6-7:50 p.m.	Room TBD
S1	Sa	12-3:40 p.m.	H148
S2	Sa	8-11:40 a.m.	H152
SU	Su	8-11:40 a.m.	H120
T1	Tu	6-9:40 p.m.	H120
T2	Tu, Th	6-7:50 p.m.	H167



### Speak/Listen and Read/Write Level III BSL-003 \$375

The emphasis in Basic ESL classes is on preparing students for academic ESL. This Level 3 class, the last level before Academic ESL, continues to develop the four primary skills of reading, writing, speaking and listening. Related skills such as vocabulary, spelling, pronunciation, meaning and usage will also be covered. This integrated-skills approach to learning English helps students to interact naturally in the language. Students will read articles of considerable length, discuss them in groups, answer comprehension questions and write paragraphs and longer essays about the articles. Students will also make short presentations to the class. Articles will be related to the theme of education in the U.S., and BHCC in particular. Students will further develop their English language proficiency in grammar and vocabulary through reading, writing, and discussion in the context of the theme. Total hours: 60

01	M, W	7-8:50 a.m.	Room TBD
02	Tu, Th	8-9:50 a.m.	H149
03	F	11 a.m.-2:40 p.m.	B125
04	F	3-6:40 p.m.	B110
05	M, W	11 a.m.-12:50 p.m.	Room TBD
M1	M, W	6-7:50 p.m.	H125
S1	Sa	8-11:40 a.m.	B129B
S2	Sa	12-3:40 p.m.	H120
SU	Su	12-3:40 p.m.	B113
SU2	Su	8-11:40 a.m.	H147
T1	Tu, Th	6-7:50 p.m.	H149
T2	Tu	6-9:40 p.m.	H152

### Grammar and Vocabulary II BSL-004 \$375

This course is for BSL-002 and BSL-003 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	Tu, Th	6-7:50 p.m.	H174
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### **NEW** SOCIAL ENGLISH AS A SECOND LANGUAGE

To register for any non-credit Social English as a Second Language course, students must first take a placement test in the Assessment Center, Room B118. Classes begin September 8, 2015 and end December 20, 2015.

### Speak/Listen and Read/Write (SSL) Level I SSL-101 \$229

This course is specially designed for beginners who are coping with a new language and a new culture. It introduces students to life skills within a realistic, social and workplace context. It will help students ease into their adaptation process while trying to build a



new life in the host society. Reading, communication, writing and problem-solving tasks are embedded in meaningful workplace and life skills tasks aimed to build genuine understanding and improve performance. Upon successful completion of Level 1, the student will be able to: read and write simple sentences; have an understanding of the basics of grammar structure; and communicate at a basic level.

01	F	8-10:45 a.m.	Room TBD
S1	Sa	8-10:45 a.m.	Room TBD

### Speak/Listen and Read/Write (SSL) Level II SSL-102 \$229

This course addresses the needs of language learners who want to learn English to improve their quality of life in social and work environments. The course builds on SSL-101 life skills and expands language proficiency. All language skills are integrated in the instruction. Students practice reading, writing, listening and speaking as well as grammar. Course content focuses on language and vocabulary to aid in navigating life skills and employment. Upon successful completion of Level 2, the student will be able to: read and write simple paragraphs; make requests; talk about family and community topics; exchange personal information; fill out an employment application and will have some knowledge of basic workplace procedures.

01	F	11:30-2:15 p.m.	Room TBD
S1	Sa	11:30-2:15 p.m.	Room TBD

### Speak/Listen and Read/Write (SSL) Level III SSL-103 \$229

Students will practice English by listening, speaking, reading and writing. Careful attention will be placed on learning to speak to supervisors; communicating with children's teachers; completing a medical form; completing a job application; writing a letter of complaint; and reading announcements about community events. Additional functions will be included according to students' needs and requests. Upon successful completion of Level 3, the student will be able to: read stories and short articles; write a well-structured paragraph; understand conversations and ask appropriate questions; understand a phone conversation; have some knowledge of workplace customs and vocabulary.

01	F	2:30-5:10 p.m.	Room TBD
S1	Sa	8-10:45 a.m.	Room TBD

# Community Education

## Spanish, Test Prep, Arts

### 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.

T1 Tuesdays 6-9 p.m.  
September 15-October 20, 2015 H130

#### Beginning Spanish II

**LNG-400A** **\$129**

Continuing LNG-400, Beginning Spanish II furthers the acquisition of basic listening, speaking, reading and writing skills within a cultural framework.

T1 Tuesdays 6-9 p.m.  
November 3-December 8, 2015 H130

### 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).

CT1 Tu, Th 6-8:30 p.m.  
November 3-December 17, 2015 B206

#### 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.

T1 Tu, Th 6-8:30 p.m.  
September 15-October 29, 2015 E451

S1 Saturdays 9-1 p.m.  
October 3-December 13, 2015 G227

#### SHRM Learning System®-SHRM-CP™ and

**SHRM SCP™ Certification Preparation Course**

**BSN-124** **\$1,200**

Offered in partnership with the Society for Human Resource Management (SHRM), the curriculum is designed by global subject matter experts and covers the entire SHRM Body of Competency and Knowledge™ (SHRM BoCK™) which encourages human resource professionals to acquire the competencies and knowledge they'll need to perform their jobs effectively and achieve be successful in their careers. The course is

### 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](https://www.facebook.com/wdbhcc)  
Twitter: @WFD\_BHCC

Contact:

Mark Wigfall  
617-228-2414

Mei Ngan  
617-228-2021

[mhwigfal@bhcc.mass.edu](mailto:mhwigfal@bhcc.mass.edu)

[mngan@bhcc.mass.edu](mailto:mngan@bhcc.mass.edu)

designed to help students learn and retain the material effectively and efficiently. It combines the best exam preparation system with expert instruction and peer discussion. As part of the course, participants will receive the new 2015 SHRM Learning System for SHRM-CP/SHRM-SCP. Composed of comprehensive learning modules in print and e-reader formats, and advanced online resources, these study materials streamline study time, accelerate learning and build confidence so students can pass the SHRM-CP/SHRM-SCP exam. The course fee includes study materials and books. For more information, visit [bhcc.edu/ce](http://bhcc.edu/ce).

T1 Tuesdays 6:15-9:15 p.m. K. Enright  
September 15-December 15, 2015 G227

S1 Saturdays 9 a.m.-3 p.m. J. Fitzgerald  
September 12-November 14, 2015 G138

### ARTS AND CAREERS

#### Digital Media Storytelling

**FSR-113A** **\$175**

Do you have interesting stories to tell? Do you enjoy listening to other people tell their stories? Why not capture them on video and share it? Stories evoke emotion, build common understanding, and shared vision. What if you can capture these human interest stories using digital media? Well, you can! Through digital media editing and production, you can document these stories for personal enjoyment or to benefit a wider audience. In this workshop you will learn development, post-production, and delivery techniques that enhances your story. You will learn to

generate research, develop a good idea, and receive an introduction to narrative development and storytelling, as well as learn editing technology skills.

W1 Wednesdays 6-8:30 p.m. M. Chan  
October 14– December 9, 2015 E169

### Faux Painting Workshop ART-307 \$80

(Sherwin Williams materials not included; price approximate: \$70)

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 marbling technique. Professional surface preparation and craftsmanship will be emphasized. You will be able to keep the sample boards you create.

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

Friday 9 a.m.-3 p.m. H130  
October 16, 2015



### Bartending WCE-301 \$195

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

SU Sundays 1-4 p.m. K. Hanley  
October 18-November 22, 2015 E421

### Pre-License Real Estate Sales WCE-473 \$350

This 40-hour class is geared to the individual seeking to become a real estate salesperson. The class covers all the areas necessary to prepare participants to take the Massachusetts Real Estate Salesperson's Examination. Students who successfully complete the mandatory 40-hour class will receive the certification required to sit for the examination. Attendance at every class is required. The class meets in H-Building.

M1 M, W 6-9 p.m. D. Ceruolo  
October 19-November 9, 2015 H156

## 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 tenth 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 Saturdays. Those who successfully complete the



# Community Education

## Computer Training

program will receive a two-year certification card. BHCC will send the card approximately one week after the end of the class.

S1	Saturdays	9 a.m.-1 p.m.	
	October 3, 2015		H130
S2	Saturdays	9 a.m.-1 p.m.	
	December 12, 2015		H130

### Medical Interpreting Certificate Program WCE-375 **\$1,074**

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 54-hour 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 program. Students must be able to fully comprehend and communicate in both English and at least one other language. This course is open to all languages. A selective interview is required before acceptance; students must register at least two weeks in advance in order to complete the interview before the class begins.

For more information about this course, visit [bhcc.edu/ce](http://bhcc.edu/ce). Tuition includes program manual and laboratory fee. The lab fee includes three Skype practice sessions with a language coach/facilitator.

S1	Saturdays	8:30 a.m.-2:30 p.m.	
	October 17-December 19, 2015		H125



## COMPUTER TRAINING

### Introduction to Windows 8 and Office 2013 CPT-215 **\$112**

This course will provide a broad introduction to Microsoft's latest operating system, Windows 8.1. Topics will include using File Explorer and Desktop Apps to create, rename, move, copy and save files; customizing and managing user accounts; and using Windows Store Applications. Other areas covered will include personalization of the Windows 8.1 Start Screen, Windows utility applications and printing and integration of Cloud-based storage with Microsoft OneDrive. Students will be introduced to the Microsoft Office 2013 suite of products Word, Excel, PowerPoint and Access. The course will also include Windows 8.1 implementation on other hardware platforms, such as tablets and smartphones. Please bring a flash drive to all classes.

SU	Sundays	12-3:50 p.m.	W. Cronin
	October 11-November 15, 2015		D102

### Introduction to Cloud Computing CPT-217 **\$112**

This course will introduce the concepts of Cloud computing and Internet-enabled applications, the mechanisms of storage and backup in the Cloud and basic security measures used to protect data in the Cloud. Cloud applications from Microsoft and Google will be introduced, as well as Cloud-based Software as a Service such as Evernote for note taking and archiving and Dropbox for data storage and access. Please bring a flash drive to all classes.

SU	Sundays	12-3:50 p.m.	L. Miller
	November 01-December 13, 2015		D116

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

This eight-week course, which meets at the Chelsea Campus, 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 on basic English grammar, spelling and punctuation will be included. There will be no class March 21, due to spring break.

S1	Saturdays	10:15 a.m.-12:15 p.m.	C. Jordan
	October 3-November 21, 2015		D121B

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

Designed for the beginner, this hands-on course will introduce students to personal computers. Windows, various types of software and software basics will be covered. Students will also be introduced to naming, saving, retrieving, printing and managing files. Microsoft programs will be used to cover the basics of word processing, database management and spreadsheets. Please bring a flash drive to the first meeting.



## 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)

M1 Mondays 6-9 p.m.  
September 14-October 26, 2015 D117

### Introducción a las computadoras personales en español CPT-201B \$112

Diseñado para el principiante, esta práctica en curso introducirá a los estudiantes a las computadoras personales a los hispanohablantes. Cubrirán Windows, se varios tipos de software y software básico. Los estudiantes también serán introducidos a nombrar, guardar, recuperar, imprimir y administrar archivos. Microsoft Office 2013 programas serán utilizados para cubrir los conceptos básicos de procesamiento de textos, hojas de cálculo de gestión de base de datos y la navegación por Internet. Favor de traer una unidad flash a la primera clase.

W1 Wednesdays 6-9 p.m. J. Silva  
November 4-December 9, 2015 Room TBD

### 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 Fridays 6-9 p.m.  
November 13-December 18, 2015 Room TBD

### Microsoft Excel 2013 CPT-204 \$112

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

Prerequisite: Familiarity with computers.

H1 Thursdays 6-9 p.m. M. Griffin  
September 17-October 22, 2015 D102



### Advanced Microsoft Excel 2013 CPT-204B \$112

This course will teach advanced Microsoft Excel applications. Through instructor-led or self-paced, step-by-step instruction, participants will learn how to perform "what if" analyses, create PivotTables, exchange data with other programs and control worksheet properties and calculations. Please bring a flash drive to each class.

Prerequisite: Microsoft Excel (CPT-204).

H1 Thursdays 6-9 p.m. M. Griffin  
November 5-December 20, 2015 D102

### Microsoft Word 2013 CPT-203 \$112

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

W1 Wednesdays 6-9 p.m. M. Griffin  
September 16-October 21, 2015 D117

# Community Education

## Social Media Marketing

### 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.

W1 Wednesdays 6:30-8:30 p.m.  
September 16–December 2, 2015 Room TBD

#### 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 session 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 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 best 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 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 cover Instagram and other

# Community Education

## Mobile App Development

applications. This is a lecture class. No time will be spent on personal platforms. Topics will 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

Blogging helps 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 session, 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.

W1 Wednesdays 6:30-8:30 p.m.  
September 16–December 2, 2015 Room TBD



### **NEW** Mobile App Development Module 1 CPT-129 \$170

This five-week module is the first of three designed to introduce mobile app development for smartphones and other devices. Starting with an understanding of iOS, Android and Windows, the “big three” operating systems, and then moving to universal design techniques, this course will provide an overview of the programming languages used in mobile app development. Students will start to code using a drag-and-drop blocks type editor to create their first app for an Android device. By the end of Module 1, students will be able to:

- Describe and differentiate the three major smartphone platforms and their architecture
- Describe development tools
- Explain current device capabilities
- Explain and compare the life cycle of an app on each platform
- Describe best practices for smartphone app development
- Explain key object oriented programming concepts including encapsulation, inheritance and polymorphism
- Use design patterns to aid development
- Understand the key methods of software optimization necessary for smartphones
- Use the MIT AppInventor 2 blocks software to create and deploy an app

Prerequisite: Programming experience helpful but not required.

W1 Wednesdays 6-9 p.m. E. Miller  
September 2–September 30 H169

### **NEW** Mobile App Development Module 2 CPT-129 \$170

This five-week module is the second of three designed to introduce mobile app development for smartphones and other devices. Module 2 covers the basics of the different app stores and the types of apps that developers can create. It introduces students to the hardware and software built into smartphones and personal

# Community Education

## Video Game Design

and home devices. Students will also be introduced to integrated software development environments and the Java programming language. They will learn how to use a graphical layout editor to create an interface for their design and to create more sophisticated Android apps. Students will learn how to package their app and deploy it to a device. They will be introduced to the Swift programming language used in iOS apps as we create an app as a group for iOS devices.

Prerequisite: Programming experience is helpful but not required.

By the end of Module 2, students will be able to:

- Use integrated development environments to create apps for Android and iOS
- Explain and implement classes and application program interfaces (APIs)
- Explain events and implement event handlers
- Explain the differences and similarities between Java and Swift
- Run apps in simulators

W2 Wednesdays 6-9 p.m. E. Miller  
October 7–November 4 H169

### **NEW** Mobile App Development Module 3 CPT-129 \$170

This five-week module is the final module, designed to introduce mobile app development for smartphones and other devices. Module 3 introduces development for the Windows phone and other Windows-based devices using either the C# or Visual Basic programming language. Differences between the three major operating systems will be highlighted. Finally, students will be introduced to using application program interfaces to create a cross-platform app as well as a geolocation API. Prerequisite: Programming experience is helpful but not required.

By the end of Module 3, students will be able to:

- Explain the differences and similarities between the C#, Java and Swift programming languages
- Create apps for Windows phones
- Use the Delegate design pattern to create events and event handlers in C#
- Use services such as SMS and Location on a Windows device
- Create cross-platform apps with PhoneGap

W3 Wednesdays 6-9 p.m. E. Miller  
November 18–December 16 H169



## VIDEO GAME DESIGN for high school students

### Maya Foundations–Module 1 CPT-121 \$170

This five-week module is the first of three modules designed to provide instruction on creating animated 3D objects using the Maya 3D software tool. Module 1 will instruct the student on the Maya workspace interface, the menu options and the placement and purpose of each of the special-purpose panels required to operate Maya as a software design tool. The student will also be taught the object construction components and the roles of each in the practice of creating 3D models. The student will also learn about the tools and techniques used to modify the construction components into a desired shape such as a boat, automobile, building, character or whatever shape is desired. The student will also delve into the art of creating and assigning colors and lighting to an object or scene.

T1 Tu, Th 3:55-5:15 p.m.  
September 8-October 8, 2015 D115

### Maya Foundations–Module 2 CPT-123 \$170

This five-week module will build on what students learned in Maya Foundations, Module 1. It will focus on further manipulation of polygon objects and also introduce the fundamentals of using NURBS (or curves) modeling techniques for object modeling. The student will be instructed in the purpose and various methods of incorporating both techniques into a completed scene. This module will also instruct the student in the beginning techniques for compositing and animating objects, lighting and object colors in a scene. There will be no class the week of March 16 due to spring break. Prerequisite: Maya Foundations–Module 1.

T1 Tu, Th 3:55–5:15 p.m.  
October 13–November 12, 2015 D115

### Maya Foundations–Module 3 CPT-125 \$170

If you can imagine it, you can create it. This five-week module will add to the previous two modules by introducing more advanced modeling and animation techniques such as deformations, rigid body, cloth creation and wind and gravity control upon objects. The object animations in this module will include multiple objects and how they can collide with other objects to obtain real-world collision effects. Module 3 will also cover the creation and application of texture shaders to make a 3D object appear as a brick wall, an old wooden bench, an orange on a table, a glass filled with milk or a sky full of stars.

Prerequisite: A basic understanding of computers.

T1 Tu, Th 3:55-5:15 p.m.  
November 17-December 22, 2015 D115



# Community Education

## Early Childhood Institute

### 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://www.facebook.com/wdbhcc)  
Twitter: @WFD\_BHCC

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

### 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.

#### What/How of Emergent Curriculum and the Project Approach of ECE

##### ECI-311 \$110

Emergent curriculum and the project approach go beyond the traditional method of planning program activities and curricula for young children in the classroom. Using the latest research to incorporate children's interests into program curriculum, this module examines the methods of emergent curriculum. Students will receive 15 hours of EEC Professional Development training, equivalent to 1.5 CEUs. Prerequisite: Grade of C or better in ECE-103 or equivalent. Recommended: ECE-104.

S1 Saturdays 12-4 p.m. M. Geisser  
September 12-October 3, 2015 B114

#### Project Planning Emergent ECI-312

**\$110**

Determining children's interests requires observation and reflection. Teachers must be attentive to what is happening around children and what excites them, frightens them and piques their curiosity. Where to begin the project approach is all about the skills of observing the children in the classroom. Students will receive 15 hours of EEC Professional Development training, equivalent to 1.5 CEUs. Prerequisite: Grade of C or better in ECE-103 or equivalent. Recommended: ECE-104.

S1 Saturdays 12-4 p.m. M. Geisser  
October 10-October 31, 2015 B114



#### Project Planning—Pushing Beyond Beginnings ECI-313

**\$110**

Considering how long a project should last is tricky. How to keep the children interested and how to end the project are also essential ingredients of a successful project. How does a classroom "document" the learning that children have obtained? Prerequisite: Grade of C or better in ECE 103 or equivalent. Recommended: ECE 104 prior to enrolling in course. Students will receive 15 hours of EEC Professional Development training equivalent to 1.5 CEUs.

S1 Saturdays 12-4 p.m. M. Geisser  
November 7-December 5, 2015 B114

# 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 14-16.

### **Accounting Fundamentals** **\$99**

(ONLINE COURSE)

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

To register: [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: [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: [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: [virtualeduc.com/bhcc](http://virtualeduc.com/bhcc)

### **Project Management: PMP® Test Prep Course** **\$699**

(ONLINE COURSE)

This online and self-paced 13-module project management program builds successful project managers at all levels of an organization. It provides a comprehensive preparation for the PMP® certification exam, including exam-taking tips, ten comprehensive module quizzes and two full-length, 200-question practice exams covering the PMBOK® Guide areas of knowledge. This course is designed for learners interested in preparing to take the PMP® exam.

To register: [bhcc.mindedgeonline.com/partner/courses](http://bhcc.mindedgeonline.com/partner/courses)

### **Certificate in Business Communications** **\$299**

(ONLINE COURSE)

Because corporate higher-ups and stakeholders can't support your ideas—or recognize you for them—without first understanding what they are, communicating clearly and concisely in written and oral formats is critical to your professional success. From clarifying and structuring your ideas to designing the PowerPoint slides that will best complement them, the techniques, interactive exercises and checklists in this suite will help you create presentations and workplace documents that inform and persuade. This certificate offers instruction on crafting many of the most common business communication formats: memos, reports, brochures, proposals, presentations, catalogs and websites. Topics include formal and informal outlining techniques, using email appropriately in an organizational setting and revising for wordiness, unnecessary phrases, redundancy and jargon.

Each of these self-paced online courses offer an assortment of interactive exercises, selected readings and self-assessments that will engage you and help you practice effective business communication. Upon successful completion, you can download and print a certificate of completion for this online course suite.

To register: [bhcc.mindedgeonline.com/partner/courses](http://bhcc.mindedgeonline.com/partner/courses)

### **Earn a Certificate in Entrepreneurship** **\$599**

(ONLINE COURSE)

This online certificate program introduces key issues in entrepreneurship for those looking to start a business. What does it take to build and grow a business from scratch? What personal characteristics are shared by successful entrepreneurs? What types of resources are available to budding entrepreneurs, and where can you find them? Learners who complete this program will have the answers to those questions and others that are essential to the success of their businesses. This certificate program comprises five individual self-paced online courses

# Online Learning through BHCC's Content Partners

## ed2Go, MindEdge and VESI

that offer an assortment of interactive exercises, videos, selected readings, case studies and self-assessments that engage entrepreneurs and structure their learning about their field. Our "Ask the Expert" feature connects you to an expert ready to answer any content-related questions you have. Questions are answered as quickly as possible; usually within 24 hours. Upon successful completion, you can download and print a certificate of completion that lists CEU credits earned. Individual entrepreneurship courses are also available.

To register: [bhcc.mindedgeonline.com/partner/courses](http://bhcc.mindedgeonline.com/partner/courses)

### **Certificate in Nonprofit Management** \$699 (ONLINE COURSE)

This online certificate program introduces learners to key management issues for nonprofit organizations. Fundraising, capital campaigns, board and volunteer development, budgeting, reading financial statements, leadership, marketing, grant writing, social media and setting strategic direction are addressed. Video commentary on these crucial topics will show how nonprofit professionals apply key concepts in their organizations.

The program comprises ten highly engaging self-paced online courses that offer an assortment of interactive exercises, videos, commentary from subject matter experts, selected readings, case studies and self-assessments that will engage you and help you practice making effective decisions in a nonprofit setting. Our "Ask the Expert" feature connects you to an expert ready to answer any content-related questions you have. Questions are answered as quickly as possible and usually within 24 hours. This course is designed for individuals seeking career opportunities in private or public nonprofits as well as those already working in nonprofits who want to enhance and improve their leadership skills. Upon successful completion you can download and print a certificate of completion that lists the CFRE and CEU credits earned for this online course suite. Individual nonprofit courses are also available.

To register: [bhcc.mindedgeonline.com/partner/courses](http://bhcc.mindedgeonline.com/partner/courses)

### **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. TBy the time you're done, you'll be using this vital Office 2010 tool like a pro.

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



### **PMP® Exam Prep Course** \$699 (ONLINE COURSE)

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

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

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

*Note: You will receive 35 PDUs/contact hours and qualify to take the PMI Project Management Professional Exam®.*

This is an intermediate level course with an estimated completion time of 35-40 hours. You will have access to the course for 180 days.

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

To register: [bhcc.mindedgeonline.com/partner/courses](http://bhcc.mindedgeonline.com/partner/courses)

# 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

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

## Division of Workforce Development

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

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

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



[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.