

Community Education

SUMMER 2014



English as a Second Language
Keys to American Communication Culture



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 students in mind. Our classes are conveniently scheduled, low cost and taught by talented professionals in their respective fields.

Regardless of your age or educational goal, the BHCC Office of Community Education has a class that will keep you current with today's trends and technologies, help you get ahead in life and career or let you just have fun.

There is no state residency requirement to take these classes. No financial aid is available. Please note that you must pay 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 visit us at bhcc.mass.edu/ce.

PLEASE NOTE: All Community Education classes will be held on the BHCC Charlestown Campus unless otherwise noted. Please register for classes through the BHCC website by creating a username and password through WebAdvisor. If your room assignment is not listed here, check for room assignments by logging into your WebAdvisor account one week before the class begins.

The Office of Community Education is located in the H-Building on the Charlestown Campus.

Telephone: 617-228-2462 • **Fax:** 617-228-2080

Website: bhcc.mass.edu/ce

Email: commed@bhcc.mass.edu

Office Hours: Monday-Friday, 8:30 a.m.-4:00 p.m.

Regular, free shuttle service is available from the main Charlestown Campus to the H-Building. To download a schedule, go to: bhcc.mass.edu/shuttleschedule.

Parking Permits

Students enrolled in short-term (5 weeks or less) non-credit courses do not have to purchase a parking permit, but they must request a temporary parking permit. Individuals registering by mail, phone or fax should request a permit prior to the first class meeting by emailing the Office of Community Education (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.

NOTE: Students are not permitted to park in the lot near the H-Building. Students should park on the Charlestown Campus and take the free shuttle to the H-Building.

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 percent refund. No refunds will be given after that time.

- All Bunker Hill Community College students are now eligible for a BHCC OneCard from HIGHERone.

These cards serve as the official BHCC Student ID Card 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 photograph taken.

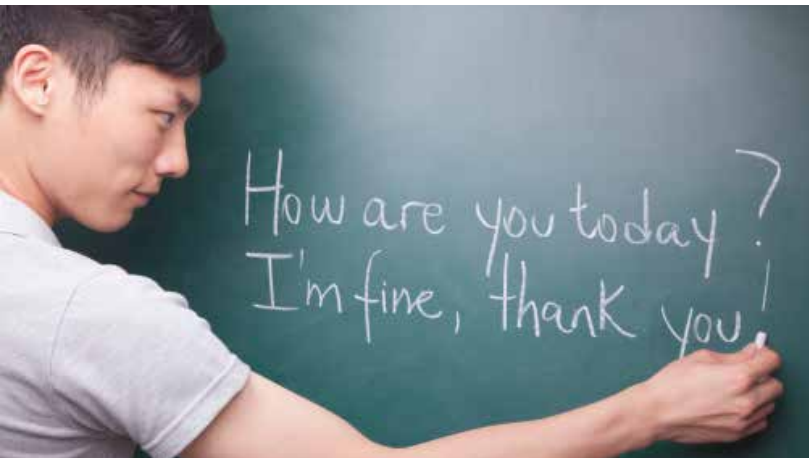
- In order to receive a refund, students must first activate their BHCC OneCard from HIGHERone (bhcconecard.com). For assistance, please call 877-479-1731.
- If students have paid by credit card, the account will be credited automatically by the Student Payment Office.
- Students wishing to obtain a BHCC OneCard for identification purposes should follow the directions above.

For further assistance with OneCard, please call 617-228-2213.

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BASIC ENGLISH AS A SECOND LANGUAGE

To register for any non-credit Basic English as a Second Language course, students must first take a placement test in the Assessment Center, Room B118. Courses are offered in a nine-week format. Classes begin June 9, 2014 and will end August 7, 2014.

Basic Speak/Listen

BLL-001 **\$229**

This course is for beginners who wish to improve their conversational and pronunciation skills. Students will practice their conversation skills by speaking about interesting topics and improve their pronunciation skills with pronunciation drills. This course should be taken with Basic Read/Write (BLL002).

L5 LEC T,TH 6:00 p.m.-8:30 p.m. B112 TBA

Basic Read/Write

BLL-002 **\$229**

This literacy course is for non-native speakers of English. Students learn basic writing and reading skills such as letter and word recognition, spelling and comprehending main ideas from short readings related to employment, education and everyday life. Students learn introductory grammar structures.

This course should be taken with Basic Speak/Listen (BLL001).

L5 LEC M,W 6:00 p.m.-8:30 p.m. B224 TBA

Speak/Listen I

BSL-001 **\$229**

Students will practice speaking about formal and informal topics such as employment, education and daily life. They will complete listening exercises and answer comprehension questions. Students will read and write in this course and learn basic grammar structures. The emphasis is on general English.

K5	LEC	T,TH 9:00 a.m.-11:30 a.m.	B224	TBA
K6	LEC	M,W 11:45 a.m.-2:15 p.m.	B125	TBA
L5	LEC	M,W 6:00 p.m.-8:30 p.m.	B223	TBA

Read/Write I

BSL-002 **\$229**

Students will read and write about beginning reading materials. They will learn to identify main ideas and supporting information and write sentences and paragraphs. Students will learn basic grammar structures. The emphasis is on general English.

K5	LEC	M,W 9:00 a.m.-11:30 a.m.	B125	TBA
K6	LEC	M,W 2:30 p.m.-5:00 p.m.	B125	TBA
L5	LEC	T,TH 6:00 p.m.-8:30 p.m.	B132	TBA

Speak/Listen II

BSL-005 **\$229**

Students will learn to speak about formal and informal topics such as work, home, school and places around town such as clinics, supermarkets and the library. They will learn to listen to and understand beginning to high beginning listening materials and answer comprehension questions in sentences and short compositions. Students will learn grammar structures. The emphasis is on general English.

K5	LEC	M,W 9:00 a.m.-11:30 a.m.	E451	TBA
K6	LEC	T,TH 9:00 a.m. 11:30 a.m.	H152	TBA
Class meets at the new H-Building				
K7	LEC	T,TH 11:45 a.m.-2:15 p.m.	B129B	TBA
L5	LEC	M,W 6:00 p.m.-8:30 p.m.	E451	TBA
L6	LEC	T,TH 6:00 p.m.-8:30 p.m.	H152	TBA

Class meets at the new H-Building



Read/Write II

BSL-006 **\$229**

Students will learn to read and understand high beginning reading materials and answer comprehension questions. They will learn to write sentences, paragraphs and short compositions about everyday English, workplace English and academic English. Students will learn grammar structures. The emphasis is on general English.

K5	LEC	T,TH 9:00 a.m.-11:30 a.m.	E451	TBA
K6	LEC	T,TH 2:30 p.m.-5:00 p.m.	B106	TBA
L5	LEC	M,W 6:00 p.m.-8:30 p.m.	H152	TBA
Class meets at the new H-Building.				
L6	LEC	T,TH 6:00 p.m.-8:30 p.m.	E451	TBA

Speak/Listen III

BSL-010 **\$229**

Students will practice speaking about familiar and unfamiliar topics in different situations such as employment and education. They will practice public speaking. Students will learn to listen to and understand high beginning to low intermediate materials and answer comprehension questions with sentences and short compositions. Students will read and write in this course and learn grammar structures. The emphasis is on academic English.

K5	LEC	M,W 9:00 a.m.-11:30 a.m.	H155	TBA
Class meets at the new H-Building.				
K6	LEC	T,TH 2:30 p.m.-5:00 p.m.	B104	TBA
L5	LEC	M,W 6:00 p.m.-8:30 p.m.	H148	TBA
Class meets at the new H-Building.				
L6	LEC	T,TH 6:00 p.m.-8:30 p.m.	H149	TBA
Class meets at the new H building				

Read/Write III

BSL-011 **\$229**

Students will learn to read and understand high beginning to low intermediate reading materials. They will learn to answer factual questions and draw inferences and conclusions. Students will learn the process-writing model and write compositions with an introduction, a body and a conclusion. Students will learn grammar structures. The emphasis is on academic English.

K5	LEC	T,TH 9:00 a.m.-11:30 a.m.	H155	TBA
Class meets at the new H-Building.				
K6	LEC	M,W 2:30 p.m.-5:00 p.m.	B104	TBA
K7	LEC	T,TH 11:45 a.m.-2:15 p.m.	B135B	TBA
L5	LEC	M,W 6:00 p.m.-8:30 p.m.	H149	TBA
Class meets at the new H-Building.				
L6	LEC	T,TH 6:00 p.m.-8:30 p.m.	H148	TBA
Class meets at the new H-Building.				

Grammar and Vocabulary II

BSL-012 **\$229**

This course is for BSL-010 and BSL-011 students who wish to improve their conversational skills and their pronunciation. Students will practice conversational skills through discussion and improve their pronunciation with drills.

L5	LEC	T,TH 6:00-8:30 p.m.	H155	TBA
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BSL-012 meets at the H-Building.

Before BSL students can enter academic ESL courses, they must take a placement test in the Assessment Center, Room B118, Charlestown Campus.

LANGUAGE, COMMUNICATION AND INTERCULTURAL AWARENESS

English for Job Interviews

LNG-409 **\$199**

Students will develop speaking skills for employment interviews. This class is ideal for ESL speakers who want to speak confidently and competently during interviews. Students will practice answering interview questions, replying to prompts and responding to follow-up questions. They will also learn to discuss their work experience, skills and knowledge and develop content for responses. Students will receive some instruction in pronunciation, idiomatic expressions and grammar. Students must be at mid-intermediate to advanced levels of English.

A1	M 9:30-11:30 a.m.	S Bloomberg
	H-125	June 23–August 18

American English Pronunciation and Accent

LNG-517 **\$199**

Students will improve their American English pronunciation and modify their accents for speech that is more listener-friendly. They will practice techniques that are essential to clear speech and effective communication in professional settings. This class is ideal for ESL speakers who have had trouble communicating because of an accent. Students who enroll in this course must possess a high intermediate to advanced level of English.

A1	T 9:30-11:30 a.m.	S Bloomberg
	H-125	June 24-August 19



Keys to American Communication Culture

LNG-212

\$199.00

Communicate better with your American colleagues by learning about small talk, expressiveness, tactful language, getting to the point, organizing information, agreeing and disagreeing, American expressions and more. Students will participate in discussions, short presentations, conversations and role-playing and will use communication outlines as guides to speaking more effectively. Students will discuss the way Americans communicate and how they have adapted since arriving in the United States.

A1 TH 12:30-2:30 p.m. S Bloomberg
H-155 June 26-August 21

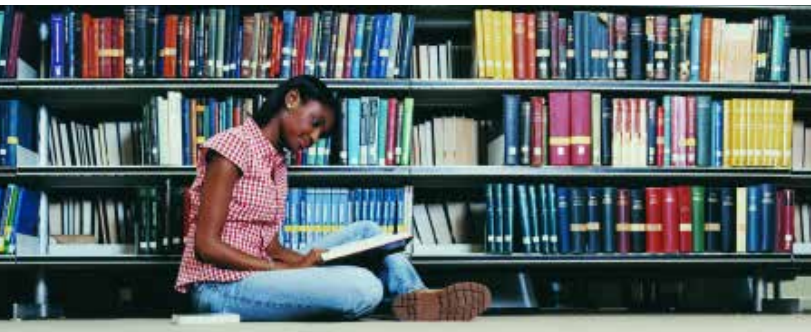
Beginning Spanish I

LNG-400

\$129

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

J1 T 6:00-9:00 p.m. TBA
H125 July 15-August 19



TEST PREPARATION

Are you ready for the High School Equivalency Test (HiSET)? (formerly GED)

HiSET Preparation

GED-104A

\$235

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

C1 T, TH 6-8:30 p.m. B Fox
H156 June 24-August 14

TOEFL Preparation

TFL-101

\$235

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

C1 M 6:00-9:00 p.m. TBD
H155 June 16-August 18



CAREER, ENTREPRENEURSHIP AND LIFE EDUCATION

Fundraising for Nonprofit Organizations

FN-301

\$269

Learn how to be a fundraiser. Explore prospect development, donor cultivation and stewardship, special events, online auctions and e-newsletters as well as partnering with board members and key stakeholders, obtaining sponsorships, creating and using social media, creating annual and holiday appeals and planned giving alternatives. Online training modules will be provided to support course content after eight hours of classroom instruction have been completed.

A1 M 10:00 -11:30 a.m. E Moricz
H125 July 7-August 4

Introduction to Documentary Filmmaking

FSR-113A

\$175

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

A1 W 2:30-4:30 p.m. M Chan
E169 June 4-July 2

Principles of Special Education Laws and Regulations

WCE-251

\$45

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

A1 W 6:00-9:00 p.m. L D'Ambrosio
H155 July 2

**FITNESS, SAFETY AND
PERSONAL ENHANCEMENT**



Motorcycles: Basic Rider Course/ Motorcycle Safety Training

FSR-725 **\$285**

This is a 15-hour course—five hours of classroom study and 10 hours of riding—designed to teach the sport of motorcycling. Classroom sessions will cover motorcycle controls, basic riding skills, street strategies and turning and braking techniques. Riding sessions will cover straight-line riding, turning, shifting and stopping as well as maneuvers to avoid a crash. A training motorcycle—250cc or less—helmet and course book is provided with tuition. Participants must have a motorcycle learner’s permit. Classes are held on weekends from April to October. To register for the course, contact Ironstone Ventures at 508-278-0172 or visit www.massmotorcycleschool.com.

Rape Aggression Defense (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 comprehensive women-only course begins with awareness, prevention, risk reduction and risk avoidance, and 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. On-site child care is available for an additional nominal fee.

C1	T 6:30-8:30 p.m.	R Barrows
	GYM	June 24-July 29

Tennis—Beginning Level

FSR-508 **\$99**

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

A1	SAT 9:30-11:30 a.m.	TBA
	B104	June 14-August 2

MEDICAL AND HEALTHCARE

**Medical Interpreting Certificate Program
WCE-375**

\$999

The need for medical and community interpreters is rapidly increasing, and so is the demand for trained professionals in the field. This 54-hour course, offered in collaboration with TransFluenci, will help prepare new and experienced interpreters to work in hospitals, health clinics, governmental agencies and more. This program will include an overview of the profession and professional settings, sight translation, consecutive and simultaneous interpreting practice, role-playing, note-taking techniques, readings in the field, exercises for building memory and concentration, discussion of practices, standards and ethics, vocabulary in the medical and legal fields and advice on how to find and keep a job as an interpreter. Students must be able to comprehend and communicate fully in both English and at least one other language. Because a selective interview is required before acceptance, students must register at least two (2) weeks in advance. The College will issue a certificate upon satisfactory completion of this course. Participants who receive a certificate can choose to interview with TransFluenci for potential employment. This program meets the requirements of the International Medical Interpreters Association (IMIA) for national certification. Prior to acceptance into the course, a brief language proficiency test is required.

A1	T,TH 6:00-9:00 p.m.	TBA
	TBD	June 17-August 14

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. It teaches the skills needed to help adults, children and infants who are choking or experiencing a cardiac emergency. Students will learn to perform one- and two-person CPR, use a mask for ventilation and use the Automated External Defibrillator. The program includes both skill tests and a written test; the written test requires students to read English at approximately a tenth grade level. Students who need extra time to complete the tests may need to stay beyond the end of the scheduled class time. The text is *BLS for Healthcare Providers* (Student Manual) 2011 edition; earlier editions are not acceptable. The book may be purchased in advance; the instructor will also have books for sale during class. Those who successfully complete the program will receive a two-year certification card approximately one week after the class.

A1	TH 9:00 a.m.-1:00 p.m.	TBA
	H125	June 26
B1	TH 9:00 a.m.-1:00 p.m.	TBA
	H120	July 31



ONLINE PROFESSIONAL AND PERSONAL DEVELOPMENT

Administrative Assistant Fundamentals

(Online Course)

\$95

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 will become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high-productivity machine. **To register, go to: ed2go.com/bunkerhill .**

Autism and Asperger's Disorder: Information and Effective Intervention Strategies

(Online Course)

\$199

This is an interactive computer-based instruction course designed to help you achieve a better understanding of autism and Asperger's Disorder, of intervention strategies to enhance communication and learning, and of methods for teaching more conventional behaviors. The course provides information on the characteristics of the disorder, learning styles associated with the disorder, communication weaknesses and various intervention strategies that have proven successful when working with students with autism spectrum disorders. You will comprehend why individuals with autism spectrum disorders behave the way they do and what you can do to encourage more appropriate behavior. This course also lists resources for educators, related service personnel and parents who would like more help or information on autism and Asperger's Disorder. PDPs: 30.

To register, go to: virtualeduc.com/bhcc .

Behavior is Language: Strategies for Managing Disruptive Behavior

(Online Course)

\$269

This is an interactive computer-based instruction course designed to give you a new perspective on student behavior and effective tools for facilitating positive student change. The course provides a developmental framework for understanding what students are trying to tell you through the language of their behavior. The course teaches behavioral techniques and intervention strategies that remediate disruptive behaviors, reduce power struggles while increasing classroom control and reduce workload and burn-out. This program helps you as well as your students find creative, effective solutions to behavioral problems. PDPs: 45. **To register, go to: virtualeduc.com/bhcc .**

Creating Web Pages

(Online Course)

\$95

Create and post your own website on the Internet using HTML in this extensive hands-on, six-week workshop. First, you will learn about the capabilities of the World Wide Web and the fundamentals of Web design. Then, with your instructor's guidance, you will plan the content, structure and layout of your website, create pages full of formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics and tables. You will also learn critical and timely information on securing the best possible location in search engine listings and powerful or low-cost web marketing strategies.

To register, go to: ed2go.com/bunkerhill .



Harassment, Bullying and Cyber-intimidation in Schools

(Online Course)

\$199

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 areas. We will then explore preventative strategies as well as ways school staff can address these issues when they occur. A clear understanding of what constitutes harassment and the harmful effects of harassment on people and institutions is essential to providing a safe and inclusive school environment for all. PDPs: 30.

To register, go to: virtualeduc.com/bhcc .

Project Management: PMP® Test Prep Course

(Online Course)

\$699

This online and self-paced thirteen-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, 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, go to: bhcc.mindedgeonline.com/partner/courses .

The Basic Tax Course: Federal Law

(Online Course)

\$500

The Basic Tax Course is designed to provide students with the education and testing skills needed to pass federal and state examinations. It is suitable for beginner students who want to enter the tax preparation industry for the first time while offering more experienced tax professionals the opportunity to expand and build upon their existing knowledge. The course is composed of two parts. Part 1 covers wage and non-business income and deduction topics. Part 2 covers small business income and expense items as well as other more advanced 1040 topics likely to be included in the IRS examination.

To register, go to: collegetaxschool.com/bunker-hill .



Commercial Food Equipment Repair – Basic Technician Training

Learn the fundamental skills needed to work as a food service equipment technician. This interactive, 48-hour blended (online/lab) curriculum covers basic topics in electricity, gas and steam as well as an introduction to the food service industry. After completion, you will take a proctored exam at an authorized service company and have the opportunity to interview with that company after passing the exam. Note: This course is endorsed by the Commercial Food Equipment Service Association (CFESA). Individuals who successfully complete the program gain access to a proprietary database of more than 600 service companies interested in hiring technicians. The CFES industry is a veteran-friendly industry recruiting talented and qualified personnel.



Commercial Food Equipment Repair – Basic Technician Training

Instructor: Ignitor Labs

Fee: \$1,495

Online Program Outline (24 hours): An Introduction to the Foodservice Industry (14 hours) - CFESA: Basic Technician Training in Electricity, Gas & Steam (10 hours) Developed by TechU247/Ignitor Labs

*Sample the online course at ignitorlabs.com/techniciantraining/bhcc .

HAVE YOU FOUND THE CLASS YOU WANT TO TAKE?

REGISTER ONLINE, BY PHONE OR IN PERSON FOR NON-CREDIT COURSES.

Office of Community Education, H-Building.

Online: bhcc.mass.edu/ce • **Phone:** 617-228-2462

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

Register by Fax. Fax the form on the inside back cover of this booklet and related documents with your credit card information to 617-228-2080.

ONLINE COURSES AT BUNKER HILL COMMUNITY COLLEGE

NEW ONLINE COURSES

Bunker Hill Community College, in partnership with MindEdge, offers engaging and effective online courses and simulations. Our innovative self-paced training courses feature a narrative learning technique that includes videos, real-life scenarios, case studies, expert commentary on subject matter, simulations and learner assessment tools. This type of higher level eLearning helps you develop mastery of the course. Earn your 35 PDUs by taking our new PMP Exam Prep course. To register and view other project management courses and simulations, link to:

BHCC.MINDEDGEONLINE.COM/PARTNER/COURSES

PMP® Exam Prep Course \$699

This completely online and self-paced thirteen-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, ten 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:

1. Understand how enterprise environmental factors and organizational process assets affect how projects can be managed.
2. Explain the five stages of a project life cycle and understand how these stages can overlap in time.
3. 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.

4. Understand the overlapping nature of project activities and practice project integration management to coordinate the various project management processes.
5. Understand how a project's various baselines (including scope, cost, schedule, quality, risk, procurement and others) are determined, planned for and managed.
6. Understand how to manage human resources effectively and communicate with all stakeholders.
7. Understand the key methods used to estimate project schedule and cost at the beginning of a project and to forecast cost and schedule variances at any time during the project.
8. Understand how the project management knowledge contained in the PMBOK® Guide can be used in practice.

Note: Receive 35 PDUs/contact hours to qualify to take the PMI Project Management Professional Exam®.

This course is self-paced and online.

You will have access to this course for 180 days.

Target Audience: This course is designed for adult learners interested in preparing to take the PMP® exam.

Level: Intermediate.

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). Estimated time to complete: 35-40 hours of online course work.

OTHER BUNKER HILL COMMUNITY COLLEGE / MINDEDGE ONLINE COURSES BHCC.MINDEDGEONLINE.COM/PARTNER/COURSES

COURSE	CATEGORY	LEVEL	LENGTH	PDUs	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
HealthMax Software: Project Management Simulation	Simulation	Intermediate	10 hrs	10	\$359

ONLINE PROFESSIONAL CONTINUING EDUCATION (CE) AND LICENSURE COURSES

Whether you are looking to fulfill your Continuing Education (CE) requirements, renew your license or gain new career skills, our expansive e-learning and training content library offers you a single-source solution for meeting your training needs. Bunker Hill Community College, in partnership with 360training.com, is your best-in-class online solution. Choose from Insurance Pre-licensing, Financial Services CPE, Securities Exam Prep, Real Estate and Mortgage Broker, OSHA, Engineer CEs, Contractor Continuing Education, Safety, Healthcare Continuing Education, Food Safety and much more! Courses starting from \$25. For more information visit:

BHCC.360TRAINING.COM

Insurance and Financial Services

- Certified Financial Planning CE
- Insurance CE
- Insurance Pre-license/Exam Prep
- Property and Casualty
- Life and Health
- Insurance Adjuster
- Securities and Futures Prep
- Firm Element (Securities CE)

Healthcare CE

- Cosmetology CE
- Dental CE
- Radiology CE
- Nursing CE
- Respiratory Tech CE

Food Safety

- Food Safety Manager
- Food Safety Manager (Spanish)
- Alcohol Seller Certification

Contractor Skills

- Electrician CE
- Engineering CE
- HVAC–A/C Boiler
- Industrial Maintenance
- Forklift Training
- Power Generation and Alternative Energy
- Industrial Instrumentation
- Machine Shop

Training Features

- National regulatory accreditation
- State-approved course curriculum
- All courses feature integrated audio, text, graphics, animation, quizzes and final assessments
- Learn at your pace
- Centralize tracking and reporting
- Completion certificates for State requirements

Occupational Health and Safety Skills

- OSHA
- HAZWOPER
- Miner Training
- AGC Construction P.M.
- Environmental Compliance
- ISO Training

Green Building

- Green Infrastructure Guidelines
- Mold Inspector Certification
- Indoor Air Quality Standard 62.1
- Alternative Energy Operation (Industrial)
- Sustainable Buildings
- Certified Environmental Specialist
- LEED Certification
- RCRA What the Law Requires
- The Clean Air Act
- The Clean Water Act

CONTINUING EDUCATION FOR TEACHERS (VESI) ONLINE

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 e-mail 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:



VIRTUALEDUC.COM/BHCC

All courses in this section are 30 contact hours / = 30 PDPs \$199

- 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
- Educational Assessment: Assessing Student Learning
in the Classroom
- Ethics & Safety in Education:
Guidelines for Teachers & Administrators
- Harassment, Bullying & Cyber-Intimidation in Schools
- Inclusion: Working with Students with Special Needs in
General Education Classrooms
- Infant & Toddler Mental Health:
Issues & Information for Educators
- Reading & Writing in Content Area
- Reading Fundamentals #1: An Introduction to
Scientificallly-based Research

- Reading Fundamentals #2: Laying the Foundation for
Effective Reading Instruction
- Talented & Gifted: Working with High Achievers
- Teaching Diversity: Influences & Issues in the Classroom
- Teaching Elementary Math Conceptually:
A New Paradigm
- Traumatized Child: The Effects of Stress, Trauma
& Violence on Student Learning
- Violence in Schools: Identification, Prevention
& Intervention Strategies

All courses in this section are 45 contact hours / = 45 PDPs \$269

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

PROTRAIN ONLINE—JOBS FOR THE NEW ECONOMY

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:

BHCC.THEKNOWLEDGEBASE.ORG

GREEN/RENEWABLE ENERGY

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 Professionals
- 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 and 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

ENVIRONMENTAL 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

If you have questions regarding any of these classes, please contact us at:

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

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

Bunker Hill Community College

Enroll Today!



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

Online Courses

- **Instructor-Facilitated**
- **Online Discussion Areas**
- **24-Hour Access**
- **6 Weeks of Instruction**

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous 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.

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.

www.ed2go.com/bunkerhill | www.gatlineducation.com/bhcc

MORE COURSES AVAILABLE AT EACH OF OUR WEBSITES

NON-CREDIT REGISTRATION FORM

Summer 2014

BHCC REGISTRATION FORM FOR NON-CREDIT COURSES

Register online, by phone or in person for non-credit courses

Office of Community Education, located at the H-Building.

Online:

bhcc.mass.edu/ce

Phone: 617-228-2462

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

Have your credit card information ready when you call.

Register by 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 may register for non-credit courses throughout the semester.

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.

SOCIAL SECURITY NUMBER - - DATE OF BIRTH - - GENDER M F

STUDENT'S LAST NAME

STUDENT'S FIRST NAME

MAILING ADDRESS

CITY STATE ZIP

AREA CODE & HOME PHONE - - AREA CODE & WORK PHONE - -

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

CURRENT E-MAIL ADDRESS: _____
PLEASE PRINT CLEARLY

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 contact us.

COURSE SELECTION (SAMPLE BELOW IN COLOR)			<small>PLEASE PRINT CLEARLY</small>
COURSE NUMBER	SECTION	COURSE TITLE	AMOUNT
SAMPLE WCE-473	W1	Real Estate Sales	\$350

METHOD OF PAYMENT

- Check Money Order
 VISA MASTERCARD
 DISCOVER AMERICAN EXPRESS

NAME _____
ACCOUNT NUMBER _____
EXPIRATION DATE _____
SIGNATURE _____

Students should register for non-credit online courses through BHCC's Office of Community Education.

SIGNATURE _____ DATE _____



**Bunker Hill
Community College**

imagine the possibilities

COMMUNITY EDUCATION

Charlestown Campus

H Building, Room H109

250 New Rutherford Avenue

Boston, Massachusetts 02129

Telephone: 617-228-2462

Fax 617-228-2080

www.bhcc.mass.edu/ce

**BHCC Community Education
offers hundreds of classes
in the following areas:**

Basic English as a Second Language

Languages, and Intercultural Awareness

Test Preparation

Career, Entrepreneurship and Life Education

Fitness, Safety and Personal Enhancement

Medicine and Healthcare

Online Professional and Personal Development

AFFIRMATIVE ACTION and EQUAL OPPORTUNITY POLICY

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

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