

THE DIVISION OF WORKFORCE AND ECONOMIC DEVELOPMENT

# Corporate and Community Education Catalog

Refine a skill, learn a hobby or launch a new career.  
Find the BHCC Corporate and Community Education course that's right for you.



## **SPRING HIGHLIGHTS**

Transitions to College Opportunity, p.11  
Become a Certified Personal Trainer, p.3  
Standardized Test Preparation, p.2



## Bunker Hill Community College

# Corporate and Community Education

The Corporate and Community Education courses, offered through the Division of Workforce and Economic Development at Bunker Hill Community College, features credit and non-credit courses—online or in person—for individuals or for corporate teams. Leveraging the College’s expertise and resources, the Division aims to create pathways that lead to both personal and professional opportunities for adult learners.

Courses are offered for all levels of experience, from Basic English as a Second Language (BESL) to Test of English as a Foreign Language (TOEFL); from High School Equivalency Standardized Test (HiSET) to Project Management Professional (PMP) exam prep; and from basic computer skills to advanced website building. Whether you need to improve your language skills to prepare for college or a

career, stay current with the latest technology or want to explore something entirely new, Corporate and Community Education courses can help you achieve your personal and professional goals.

This catalog outlines a selection of our current course offerings available for registration today. You can also browse our full list of courses, including additional online options, at [bhcc.edu/ce](http://bhcc.edu/ce). Still can’t find what you’re looking for? Let us know! We’re always looking for ways to expand our program offerings.

Looking to set up a corporate training for your workplace? We can customize a training program for your organization in any of the areas covered in this catalog and more. See the box on page 11 about our Corporate Training programs or contact us for more information.

### Corporate and Community Education

Division of Workforce and Economic Development

Charlestown Campus H-Building,  
Room H109

Phone: 617-228-2462

Fax: 617-228-2080

Email: [commed@bhcc.mass.edu](mailto:commed@bhcc.mass.edu)

@BHCCBoston



### Register today!

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. Continue by following instructions online.

Note: There is a 2% service fee for debit/credit payments. You can also register in person at the Workforce Development office.

## Mission of Bunker Hill Community College

Bunker Hill Community College serves as an educational and economic asset for the Commonwealth of Massachusetts by offering associate degrees and certificate programs that prepare students for further education and fulfilling careers. Our students reflect our diverse local and global community, and the College integrates the strengths of many cultures, age groups, lifestyles and learning styles into the life of the institution. The College provides inclusive and affordable access to higher education, supports the success of all students and forges vibrant partnerships and pathways with educational institutions, community organizations, and local businesses and industries.

## Vision of Bunker Hill Community College

Bunker Hill Community College empowers and inspires students, faculty and staff diverse in identities, experiences and ideas to make meaningful contributions to our local and global communities. The College embodies a spirit of inquiry, critical thought, inclusive excellence and lifelong learning.

## BHCC Institutional Values

Bunker Hill Community College Trustees, Faculty, Staff and Students embody the highest academic and institutional integrity through their commitment to:

- Access and Success
- Excellence and Innovation
- Economic and Social Justice
- Inclusiveness and Equity
- Civic Engagement and Service
- Kindness and Respect
- Accountability and Transparency

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## Test Preparation

### Test of English as a Foreign Language (TOEFL®) Preparation

**TFL-101** **\$235**

This course features up-to-date, realistic practice tests and cooperative learning strategies designed to familiarize students with the test format and develop test-taking strategies that improve their scores. A strong academic English background is recommended. The course curriculum is based on the TOEFL iBT® (internet-based test).  
Total hours: 40

T1 T/Th 6–8:30 p.m.  
March 26 – May 16, 2019 H147

### High School Equivalency Test (HiSET®, formerly GED®) Preparation

**GED-104A** **\$235**

To prepare for the Massachusetts Department of Education's HiSET, 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.

T1 T/Th 6–8:30 p.m.  
February 5 – April 4, 2019 H170

S1 Sa 9 a.m.–1 p.m.  
March 2 – May 11, 2019 H170

### Society for Human Resource Management (SHRM) Learning System®–Certified Professional (SHRM-CP™) and Senior Certified Professional (SHRM-SCP™) Certification Preparation

**BSN-124** **\$1,323**

Designed by global subject matter experts, this course 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 be successful in their careers. Learn to retain study materials effectively and efficiently through a combination of expert instruction and peer discussion. Study materials including comprehensive learning modules in print and e-reader formats and advanced online resources are included in the course fee.

T1 Tu 6–9 p.m. K. Enright  
February 12, 2019 – May 7, 2019 G140

S1 Sa 9 a.m.–3 p.m. J. Fitzgerald  
2/16, 3/02, 3/16, 3/30, 4/13, 4/27 G138



### Prepare to Pass the PMP® Exam with Bunker Hill Community College (NEW) The Learning System for PMP Exam Preparation

**BSN-126** **\$1323**

If you are interested in earning the most sought-after credential in the global project management profession, then you need the best exam preparation course available. At Bunker Hill Community College, our Project Management Professional (PMP)® review course includes premium quality study materials that align with the PMBOK® Guide–Sixth Edition and prepare you for the updated PMP exam.

S1 Sa 9 a.m.–1 p.m. H-155  
3/9, 3/16, 3/30, 4/6, 4/13, 4/20, 4/27, 5/4, 5/11  
(No Class 3/23)

### Test of Essential Academic Skills® (TEAS) Prep for Reading and Grammar

**TRG-101** **\$150**

This course focuses on the reading and grammar component of the Assessment Testing Institute® (ATI) TEAS® exam. (Book cost is separate and can be purchased at the college bookstore, E- Building 4th Floor)

01 T 4–7 p.m. G139  
January 8, 2017 – February 12, 2019  
(Six sessions at 3 hours each. Total Hours: 18)

02 T 4–7 p.m. H148  
March 26–April 30, 2019

### Test of Essential Academic Skills® (TEAS) Prep for Math and Science

**TSG-101** **\$150**

This course focuses on the math and science content of the Assessment Testing Institute® (ATI) TEAS® exam. (Textbook cost is separate and can be purchased at the college bookstore, E-Building, 4th Floor.)

01 W 4–7 p.m. B124  
January 9 – February 13, 2019

02 W 4–7 p.m. H148  
March 27– May 1, 2019

Arts and Careers

**Creating Your Success™ 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 Automated External Defibrillator (AED) program. Learn the skills needed to respond to adults, children and infants experiencing cardiac emergencies and choking, including one- and two-person CPR, use of a mask for ventilation and AED. Program includes both skill tests and written test; written test requires students to read English at approximately the tenth grade level. Students who successfully complete the program will receive a two-year certification card. Required textbook is not included in the course fee.

S2 Sa 9 a.m.–1 p.m.  
May 4, 2019 H-130



**ServSafe® Food Safety Training**

**SLF-101** **\$135**

Recognized by more federal, state and local jurisdictions than any other food safety certification, the ServSafe® Food Protection Manager Certification Exam is accredited by the American National Standards Institute (ANSI) Conference for Food Protection (CFP).

S1	S	9–3 p.m.	
		March 30, 2019	H147
S2	S	9–3 p.m.	
		April 6, 2018	H148
M1	M	6–9 p.m.	
		April 8 – 15, 2019	H155



**Digital Media Storytelling**

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

Do you have a story to tell? In this workshop you will learn development, post-production and delivery techniques to help you capture and enhance your stories. You'll learn to generate research and develop a good idea, introduce narrative development and storytelling and learn editing technology skills.

W1 W 6–8:30 p.m. M. Chan  
April 3 – May 8, 2019 E169

**Pre-License Real Estate Sales**

**WCE-473** **\$350**

This 40-hour class prepares participants to take the Massachusetts Real Estate Salesperson's Examination. Students who successfully complete this 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  
March 25– May 8, 2019 H170

**Certified Personal Trainer Course with Test Voucher Included**

**WCE-117** **\$749**

(Textbook not included)

Become a nationally Certified Personal Trainer! This challenging course is for candidates wanting LIVE instruction with an in-depth, hands-on practical lab to master the essential career skills and knowledge. The course consists of 16 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, equipment usage and health assessment and 16 hours of hands-on practical training labs with role playing drills on assessing clients, programming, performing proper exercises, presentation skills and more. Plus, you can get hands-on experience through an optional employer internship.

W.I.T.S. (World Instructor Training School), an approved CEU provider for the American Occupational Therapy Association (AOTA), National Certification Board for Therapeutic Massage and Bodywork (NCBTMB), the International Association of Continuing Education and Training (IACET) and the American Council on Education (ACE), has recommended 3 undergraduate academic credits for this course.

SU Su 9 a.m.–2 p.m. G138  
February 10 – April 7, 2019

## Basic English as a Second Language

### Basic English as a Second Language (BESL)

These BESL offerings are non-credit courses intended for students with limited knowledge of the English language who wish to advance to Academic ESL courses. Classes prepare English learners for college classes, the board room or life in the community. If your goal is to earn a certificate or degree at Bunker Hill Community College, advance at work or just start to improve your English skills, the Basic ESL program is for you. Before registering, students must first take a placement test in the Assessment Center, Room B118.

January 22 – May 18, 2019

### Basic Speak/Listen and Read/Write BLL-001

**\$375**

This introductory course is for non-native speakers who want to begin learning English.

M1	M/W	6–7:50 p.m.	H-Building
T1	T/Th	6–7:50 p.m.	H-Building
S1	Sa	8:15–11:55 a.m.	H-Building
S2	Sa	12–3:40 p.m.	H-Building

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

**\$375**

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.

01	T/Th	8–9:50 a.m.	H-Building
02	F	8–11:40 a.m.	H-Building
03	W	11 a.m.–2:50 p.m.	H-Building
M1	M/W	6–7:50 p.m.	H-Building
T1	Tu	6–9:40 p.m.	H-Building
S1	Sa	8:15–11:55 a.m.	H-Building

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

**\$375**

This Level 2 class will offer an integrated-skills approach to learning English. Students will read longer articles, discuss them in groups, answer comprehension questions and write paragraphs and short essays as well as practice listening and speaking skills.

01	M/W	8–9:50 a.m.	H-Building
02	M/W	11 a.m.–12:50 p.m.	H-Building



03	T/Th	1–2:50 p.m.	H-Building
04	F	8–11:40 a.m.	H-Building
05	T/Th	4–5:50 p.m.	H-Building
M1	M/W	6–7:50 p.m.	H-Building
T1	T	6–9:40 p.m.	H-Building
S1	Sa	8–11:40 a.m.	H-Building
S2	Sa	12–3:40 p.m.	H-Building
SU	Su	8.15–11:50 a.m.	H-Building

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

This Level 3 class offers an integrated-skills approach to learning English. Students will read longer articles and make short presentations. They will further develop their English language proficiency in grammar and vocabulary through reading, writing and discussion in the context of varying themes.

01	M/W	8–9:50 a.m.	H-Building
02	T/Th	8–9:50 a.m.	H-Building
03	F	11:30 a.m.–3:10 p.m.	H-Building
04	M/W	1–2:50 p.m.	H-Building
M1	M/W	6–7:50 p.m.	H-Building
T1	T/Th	6–7:50 p.m.	H-Building
T2	T	6–9:40 p.m.	H-Building
S1	Sa	8:15–11:55 a.m.	H-Building
S2	Sa	12–3:40 p.m.	H-Building
SU	Su	12–3:40 p.m.	H-Building

**Speak/Listen and Read/Write Level IV  
BSL-004 \$375**

In BSL-004, students will continue developing the primary skills they learned in BSL-001 through BSL-003. We'll strengthen writing skills using techniques such as writing multiple drafts, revising, editing and proofreading. The course will prepare students to deliver oral presentations to large groups using visual aids, secondary sources and level-appropriate vocabulary. Students will read articles, hold in-class discussions and debates, work in groups and write reflections in order to interact naturally in English. This class offers considerable practice with pronunciation and accent modification.

M1	M/W	6-7:50p.m.	H-Building
S1	Sa	12–3:40 p.m.	H-Building



**Intensive English Classes  
EMC-001 002, 003, 004, 004, 005, 006, 007, 008, 009**

Quickly improve your English skills with these Intensive English classes. Class time is spent learning and practicing English skills, from listening and speaking to reading, writing and grammar. These classes offer 20 hours of classroom time per week. You can select as few or as many weeks of English language study as you need, up to a maximum of six weeks. If you want to progress to higher levels, you must sign up for the full six-week course.

To enroll, you must first take a placement test to determine which class would be best for you. Please call 617-228-2157 or 617-228-2462 to schedule your test. For spring 2019, we are offering Low Beginning (EMC-001) and High Advanced (EMC-009). We will be offering two courses out of nine levels depending on enrollment.

T/W/Th/F	3–9 p.m. January 22 – March 1, 2019 March 26, 2019 – May 3, 2019
Sa/Su	9a.m.–3p.m. February 23, 2019 – May 5, 2019

# of Weeks Purchased	# of Hours of Instruction	Price
1 week	20 hours	<b>\$149</b>
2 weeks	40 hours	<b>\$289</b>
3 weeks	60 hours	<b>\$439</b>
4 weeks	80 hours	<b>\$579</b>
5 weeks	100 hours	<b>\$719</b>
6 weeks	120 hours	<b>\$859</b>

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 T 6–9 p.m.  
February 26 – April 9, 2019 TBA

**Beginning Spanish II  
LNG-404 \$129**

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

T1 T 6–9 p.m.  
April 23 – May 28, 2019 H147

**“Learning to Live Your American Dream”  
Au Pair Weekend Program (For Au Pairs Only)  
APU-554–APU-557 \$295**

This program provides a unique and exciting opportunity for au pairs working in the U.S. to gain the most from their American experience. This affordable and customizable program can satisfy the U.S. Department of State au pair educational requirement.

**Class A – American Dreams:  
You and Your Community**

Identify personal learning goals for your international experience while you interact directly in American life by participating in community-based learning experiences in Boston.

**Class B – American Dreams:  
USA and Boston in a Nutshell**

Learn more about the cultures of your classmates as they compare to those in the U.S. Gain in-depth knowledge of U.S. customs, rituals, celebrations and important holidays while also learning about exciting events in U.S. history, many of which took place in Boston.

**Au Pair Weekend Spring 2019**

Course #	Dates		Room
APU-557-02 (Class A)	Friday, March 8	1:30–9:30 p.m.	2 G classrooms
	Saturday, March 9	10 a.m.–4 p.m.	
	Sunday, March 10	10 a.m.–4 p.m.	
APU-554 (Class A)	Friday, March 8	1:30–9:30 p.m.	C202
	Saturday, March 9	10 a.m.–4 p.m.	
	Sunday, March 10	10 a.m.–4 p.m.	
APU-555-01 (Class A)	Friday, March 9	1:30–9:30 p.m.	E175
	Saturday, March 10	10 a.m.–4 p.m.	
	Sunday, March 11	10 a.m.–4 p.m.	
APU-555-02 (Class B)	Friday, May 4	1:30–9:30 p.m.	E175
	Saturday, May 5	10 a.m.–4 p.m.	
	Sunday, May 6	10 a.m.–4 p.m.	
APU-556 (Class B) and APU-557-01 (Class B)	Friday, May 4	1:30–9:30 p.m.	C202
	Saturday, May 5	10 a.m.–4 p.m.	
	Sunday, May 6	10 a.m.–4 p.m.	

For more details, schedules and to register, please visit [bhcc.edu/ce/aupairweekendprogram](http://bhcc.edu/ce/aupairweekendprogram)







## Computer Training

### Introduction to Personal Computers

#### CPT-201

**\$112**

Designed for the beginner, this hands-on course will introduce students to personal computers. Microsoft Windows, Word, Excel and Access will be covered. Students will also be introduced to the process of naming, saving, retrieving, printing and managing files. Please bring a flash drive to the first meeting.

M1 M 6–9 p.m.  
February 18 – April 1, 2019 D102

### 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. Please bring a flash drive to the first meeting.

Prerequisite: Familiarity with computers

T1 T 6–9 p.m.  
February 19 – April 2, 2019 D116

### 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)

T1 T 6–9 p.m.  
April 16 – May 21, 2019 D116

### 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. Please bring a flash drive to each class.

W1 W 6–9 p.m.  
February 20 – April 3, 2019 D121B

# Online Learning through BHCC's Content Partners

## Professional Development and Job Training Programs

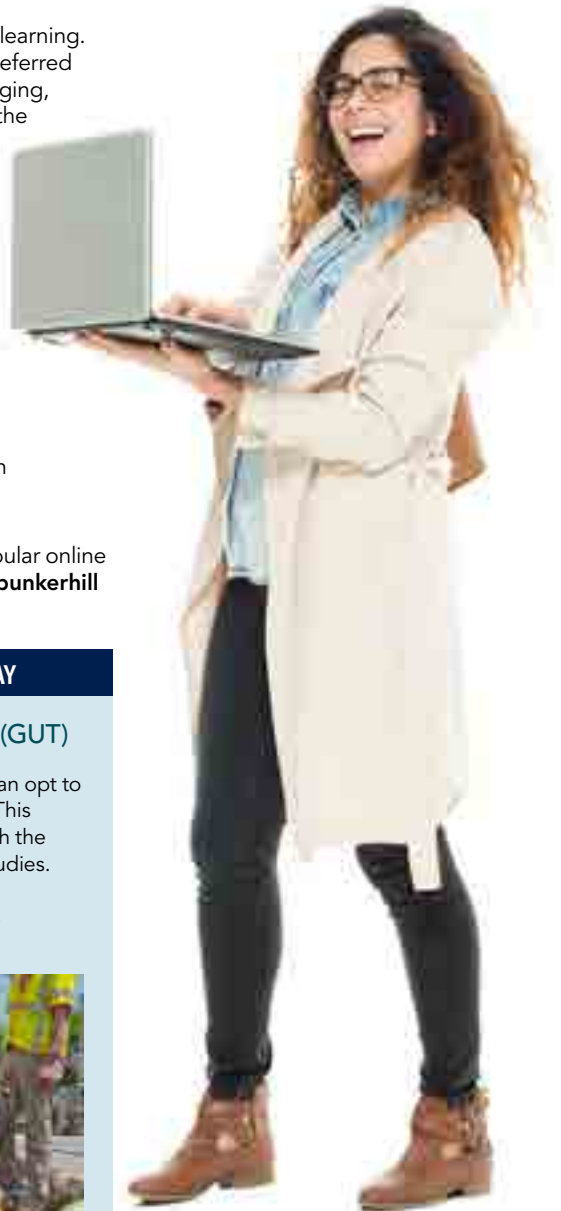
### ed2go ONLINE LEARNING

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 throughout the curriculum. Choose from our growing catalog of instructor-led, non-credit courses designed to teach you a new skill or refresh one.

Our Career Training Programs are designed to prepare you for a new career in an in-demand field.

- Instructor-facilitated
- Convenient — Classes from the comfort of your own home
- Accessible — 24/7/365 Access
- Engaging — Online discussion areas
- Project-oriented — Courses include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more.

The following course descriptions are a sampling of the more popular online offerings. For more information and to register, visit [ed2go.com/bunkerhill](http://ed2go.com/bunkerhill)



#### WORKFORCE DEVELOPMENT HIGHLIGHT – ACADEMIC PATHWAY

##### The Gas Utility Technology Degree Option Program (GUT)

The Gas Utility Technology Degree Option Program (GUT) helps produce qualified individuals to replace aging baby boomers scheduled to retire from the utility industry. The 62-credit, two-year program includes paid winter intersession work experience, an eight-week paid summer internship and proctored testing by the Northeast Gas Association. Upon successful completion of this degree option, students will receive a Gas Utility Technology Degree Option Program associate in science degree and have the experience and qualifications required for a career in gas utility

construction. Graduates can opt to work at Feeney Brothers. This program is offered through the Division of Professional Studies.

For more information, visit [bhcc.edu/gasutility](http://bhcc.edu/gasutility)



## Online Courses in Six Weeks

### **A to Z Grant Writing** \$115

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns and prepare proposals.

### **Computer Skills for the Workplace** \$115

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

### **Creating WordPress Websites** \$115

Discover how to easily create blogs and websites with the popular, free WordPress platform.

### **Designing Effective Websites** \$115

Learn powerful graphic design techniques and build websites that are both attractive and effective.

### **Discover Sign Language** \$115

Discover the fun of learning sign language and using your hands to communicate with deaf people.

### **Effective Business Writing** \$115

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

## WORKFORCE DEVELOPMENT HIGHLIGHT – CORPORATE TRAINING

### The Employee Career Initiative Program @ BIDMC (Beth Israel Deaconess Medical Center)

The Employee Career Initiative program has been offered since 2007 to support employee advancement in the healthcare professions and to help fill critical healthcare jobs. Now in its tenth year, Workforce Development offers English and Science courses on-site to promising students/employees. The courses are prerequisites

for many of BHCC's healthcare programs and give students a solid foundation on which to continue their education.

For more information, visit [bhcc.edu/corporatetraining](http://bhcc.edu/corporatetraining)



### **Grammar Refresher** \$115

Develop your English grammar skills and take your writing and speaking to the next level of excellence in this course.

### **Human Anatomy and Physiology** \$115

Learn the basic characteristics of the four main types of tissues, the general and special senses, cellular metabolism, body chemistry and significant events in the life span from fertilization through old age.

### **Medical Terminology: A Word Association Approach** \$115

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

### **Speed Spanish** \$115

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

### **Using Social Media in Business** \$115

Learn how to use the five most popular social media platforms—Facebook, Twitter, LinkedIn, Pinterest, and Google+—to grow and promote your business.

## COMMUNITY EDUCATION HIGHLIGHT – LANGUAGE INSTITUTE

### Basic English as a Second Language

This basic literacy course is for non-native speakers of English who want to improve their conversation, pronunciation, reading and writing skills. Students practice their conversation skills by speaking about interesting topics and improve their pronunciation skills with group exercises and activities. Students learn

grammar, basic writing skills and reading skills that include letter and word recognition, spelling and reading comprehension. Students also receive information about programs at the college including career and degree programs.

For more information, visit [bhcc.edu/besl](http://bhcc.edu/besl)

## In-Demand Career Training Online Programs

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.

### Microsoft Office 2016 \$2,895

This program teaches the skills you need to become a successful administrative professional and prepares you to sit for the Microsoft Office 2016 Master Certification exams.

### AutoCAD 2015 with AutoCAD 3D \$1,995

You will learn basic and advanced 2D and 3D functionalities for AutoCAD 2015. You will also acquire all the necessary tools to prepare for the Autodesk AutoCAD 2015 Certified Professional Exam.

### Corporate Event Planner \$995

Become a corporate event planner! This course provides a detailed guideline that prepares individuals to become successful event planners in the business world.

### Freight Broker/Agent Training \$1,895

Prepare to enter the freight/logistics industry. This program will provide the foundation to start your own freight broker business or become a freight agent.



### Information Security Master Certification Training (Vouchers Included) \$5,695

This training program covers all crucial areas of security including network security, cloud security, database security and even project management security procedures.

### Java Programmer \$995

Learn Java programming in this training program that covers fundamental Java syntax elements and more advanced concepts.

### Microsoft Web Developer \$1,995

In this program you will learn web development, C Sharp, HTML, CSS, SQL Server, JavaScript, object based JavaScript, model view controller and jQuery.

### Mobile and Desktop Web Developer \$2,995

Students who successfully complete this career course will have developed a solid background in all the latest technologies associated with web development for both desktop and mobile environments.

### Oracle SQL and PL/SQL + Python Developer + Java Programmer \$2,595

Master Oracle Programming in this combined online training. As the perfect starting point for those wanting to learn SQL, PL/SQL, Java and Python programming, this program will teach you everything from the basics to advanced practices.

### SSCP Systems Security Certified Practitioner (Voucher Included) \$1,795

This training program is an ideal course for individuals interested in advancing their knowledge of information and systems security.

## WORKFORCE DEVELOPMENT HIGHLIGHT – RETAIL MANAGEMENT ACADEMY

Bunker Hill Community College in collaboration with MASSHIRE Metro North Workforce Investment Board has launched a Retail Management Academy funded by the Chicago Cook Workforce Partnership through the Wal Mart Foundation.



The programs goal is to train individuals for careers in the retail industry. The outcome is to transition incumbent front line retail workers to become retail managers. In the first term of its implementation the academy has helped 18 incumbent workers to advance in retail career opportunities at the retail pharmacy CVS.

For more information, visit:  
[bhcc.edu/corporatetraining](http://bhcc.edu/corporatetraining)

## Online Professional Development Bundles

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

### QuickBooks 2016 Series \$199

Master the fundamentals and more advanced functions of QuickBooks 2016. Create statements, use batch invoicing and manage journal entries.

### Microsoft Excel 2016 Series \$324

Learn to use basic, intermediate and advanced features of MS Excel 2016.

### Microsoft Office 2016 Value Suite \$324

Learn to use the basic features of Microsoft Word 2016, Microsoft Excel 2016 and Microsoft PowerPoint 2016, the three fundamental software programs used most in educational and professional settings.

### SQL Series \$174

SQL is one of the most requested skills from today's data-driven employers. Learn the coding language in these easy to follow online courses.

### Java Programming Series \$174

If you want to learn computer programming but don't have any prior experience, you'll enjoy a tour of Java, one of the most widely used computer languages in the world.

## WORKFORCE DEVELOPMENT HIGHLIGHT – ADULT EDUCATION

### The Transitions to College Program

The Transitions to College program is designed for students who have completed their classes through a Massachusetts Department of Elementary and Secondary adult literacy program and want to transition to college. The eligibility requirements for the program are: previous enrollment in a Department of Elementary and Secondary Education grant funded adult

learning program; completed High School Equivalency Assessment classes; High School Equivalency or a high school diploma from a foreign country; completed ESOL classes and sufficient English language proficiency to take pre-college level classes.

For more information, visit [bhcc.edu/abe](http://bhcc.edu/abe)

### Educator's Fundamentals Series \$261

Whether you're a new teacher or a seasoned veteran, these fundamental courses will help you gain control of your classroom and more effectively teach all types of learners.

### Accounting Fundamental Series \$199

Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you.

### Writing and Editing Value Suite \$299

Brush up on your grammar, writing and editing skills with this discounted bundle of online courses!

### Photography Suite \$299

Learn everything from photography fundamentals to advanced portrait techniques to progress your photography hobby or turn it into a business.

### Leadership Suite \$395

Leading a team requires a unique ability to manage teams, make decisions and work with a variety of personalities. Learn what you need to know to master all of these skills in the Leadership Suite.

### Supervision and Management Series \$199

Whether you're new to managing employees or a seasoned pro, these courses will help you brush up on your leadership and interpersonal communication skills so you are better prepared to lead your team to success.



## MindEdge online courses

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

Bunker Hill Community College, in partnership with MindEdge, offers engaging and effective online courses and simulations. These 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.

The following course descriptions are a sampling of our most popular non-credit online offerings. For more information and to register, visit: [bhcc.mindedgeonline.com/partner/courses](http://bhcc.mindedgeonline.com/partner/courses)

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

Because corporate management 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 in 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 offers 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.

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

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 these questions and others that are essential to the success of their businesses. This certificate program comprises five individual self-paced online courses that offer an assortment of interactive exercises, videos, selected readings, case studies and self-assessments that engage entrepreneurs and structure their learning about their field. Our "Ask the Expert" feature connects you to an expert ready to answer any

content-related questions you have. Questions are answered as quickly as possible; usually within 24 hours. Upon successful completion, you can download and print a certificate of completion that lists CEU credits earned. Individual entrepreneurship courses are also available.

### Certificate in Nonprofit Management **\$699**

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

The program comprises ten highly engaging self-paced online courses that offer an assortment of interactive exercises, videos, commentary from subject matter experts, selected readings, case studies and self-assessments that will engage you and help you practice making effective decisions in a nonprofit setting. Our "Ask the Expert" feature connects you to an expert ready to answer any content-related questions you have.

Questions are answered as quickly as possible; 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.

## COMMUNITY DEVELOPMENT HIGHLIGHT – INTERNATIONAL EDUCATION

### Communities of Intercultural Learning (COIL)

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 stay with homestay hosts to discover what life in America is like. They learn about topics that include, but are not limited to, U.S. culture, U.S.

history, English, macroeconomics and entrepreneurship. Learning continues through field trips and visits to popular tourist destinations in the city. Throughout their experience, students have fun!

For more information, visit [bhcc.edu/coilboston](http://bhcc.edu/coilboston)

## VESi: Continuing Education for Teachers

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

Bunker Hill Community College has partnered with Virtual Education Software to provide continuing education for teachers or parents online. These self-paced non-credit courses provide interactive instruction on strategies for working with children with special behavioral and learning needs. They are easy to use from your computer. Each course instructor is available for professional or technical questions during "office hours" by email or via 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 in Massachusetts must earn.

Following is a listing of our offerings. For course descriptions, more information and to register, go to: [virtualeduc.com/bhcc](http://virtualeduc.com/bhcc)



### 30 Contact Hours 30 PDPs

**\$214**

Advanced Classroom Management: Children as Change Agents

Attention Deficit Disorder: Information and Interventions for Effective Teaching

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

Child Abuse: Working with Abused and Neglected Children

Drugs and Alcohol in Schools: Understanding Substance Use and Abuse

Early Childhood: Family-Centered Services

Educational Assessment: Assessing Student Learning in the Classroom

Harassment, Bullying and Cyber-intimidation in Schools

Inclusion: Working with Students with Special Needs in General Education Classrooms

Infant and Toddler Mental Health: Issues and Information for Educators

Reading and Writing in Content Area

Reading Fundamentals #1: An Introduction to Scientifically-based Research

Reading Fundamentals #2: Laying the Foundation for Effective Reading Instruction

Talented and Gifted: Working with High Achievers

Teaching Diversity: Influences and Issues in the Classroom

Teaching Elementary Math Conceptually: A New Paradigm

Traumatized Child: The Effects of Stress, Trauma and Violence on Student Learning

Violence in Schools: Identification, Prevention and Intervention Strategies

### 45 Contact Hours 45 PDPs

**\$284**

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

*VESi courses are now tablet compatible, making it easy for you to recertify anytime, anywhere with reliable, stable online access.*

## Additional Information

### **Parking Permits**

Student parking is available in lots 1 and 2 on the Charlestown Campus, 7 days per week, from 6 a.m.-11 p.m. These lots are owned City of Boston and managed by ABM Parking Services. A valid parking permit or payment through the ParkMobile App is required.

ABM, the company in charge of Student Permits in Parking Lots 1 and 2, has provided instructions on how students can purchase their parking permits for the Spring 2019 Semester. The semester rate for Spring 2019 is \$50.

There is no student parking at the H-Building. Students must park at the Charlestown Campus and take the shuttle to the H building.

Bunker Hill Community College is not responsible for any damages and/or theft of any vehicle.

For more information on parking permit or how to purchase a pass please visit [bhcc.edu/parking](http://bhcc.edu/parking)

### **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 must 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, refunds will automatically be credited to the same credit card.











imagine the possibilities

### Corporate and Community Education

Division of Workforce and Economic Development

Charlestown Campus H-Building,  
Room H109

Phone: 617-228-2462

Fax: 617-228-2080

Email: [commed@bhcc.mass.edu](mailto:commed@bhcc.mass.edu)

- Community Education
- Corporate Training Center
- Adult Basic Education
- Language Institute

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

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

Connect with us!  
[@BHCCBoston](#)



**Charlestown Campus** | 250 New Rutherford Avenue, Boston, MA 02129 | 617-228-2000

**Chelsea Campus** | 70 Everett Avenue, Chelsea, MA 02150 | 617-228-2101

**Satellite Locations** | East Boston · Malden · South End | **Instructional Centers** | Chinatown · Everett · Quincy | [bhcc.edu](http://bhcc.edu)

#### AFFIRMATIVE ACTION and EQUAL OPPORTUNITY POLICY

Bunker Hill Community College does not discriminate on the basis of race, creed, religion, color, gender, sexual orientation, gender identity, age, disability, genetic information, maternity leave status, criminal record or national origin in its educational programs or in admission to, access to, treatment in or employment in its programs or activities as required by Title VI, 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 Cheryl Cephas, Interim Affirmative Action Officer and Title IX and Section 504/ADA Coordinator, 250 New Rutherford Avenue, Room H193, Boston, MA 02129, by emailing [ccephas@bhcc.mass.edu](mailto:ccephas@bhcc.mass.edu) or by calling 617-228-3331.