

Community Education

Charlestown
Chelsea

Spring 2007

Bunker Hill Community College



BHCC Spring 2007 Community Education

Register Early

Courses can fill up quickly. To ensure your space in the class of your choice you are encouraged to enroll at least one week in advance of the start of the class. We will accept registration as long as there is room.

Discounts and Costs

Bring a friend with you when you register for a non-credit Community Education (CE) class and you will receive 10% off your course tuition. Registration must be concurrent for you to receive the 10% discount. You and your friend may register in person, by phone or fax. The discount must be used in the current semester, is not transferable and cannot be combined with other discounts, waivers or scholarships. Full-time BHCC faculty and staff may take CE non-credit classes after minimum enrollment numbers are met. BHCC faculty and staff discounts are not applicable to BHCC spouses and dependents. Career and Workforce Education, and Gatlin Online courses are not available at a discount. Please be aware that some Community Education courses require additional materials not included in the course price.

How to Register For Community Education Courses

Walk-in

Students registering for CE courses may register in person at the Enrollment Services Center in the main lobby of B-Building on the Charlestown Campus, or at Enrollment Services on the Chelsea Campus at the following dates and times:

Mondays - Wednesdays: 8:30 a.m. - 7:00 p.m.

Thursdays: 11:00 a.m. - 7:00 p.m.

Fridays: 8:30 a.m. - 4:00 p.m.

Mail-in

Complete the registration form on the inside back cover of this publication and mail it along with full tuition payment to:

**Division of Community Education, M107
Bunker Hill Community College
250 New Rutherford Ave.
Boston, MA 02129**

A confirmation will be mailed to you.

Fax-in

Complete the registration form on the inside back cover of this publication and include your Mastercard, Visa or Discover card number. Fax the form to:

617-228-2080. A confirmation will be mailed to you.

Phone-in

You may phone-in your registration by calling **617-228-2462** or **617-228-2485** between the hours of 9:00 a.m. - 5:00 p.m., Monday-Friday. Students registering by phone should have their course selection and credit card information available. A confirmation will be mailed to you.

Parking Permits

Students enrolled in short-term (5 weeks or less) non-credit courses do not have to purchase a parking permit, but have to request a temporary parking permit. Individuals registering by mail, phone, or fax should request a permit prior to the first class meeting by e-mailing **commed@bhcc.mass.edu**. Vehicles parked in BHCC parking areas without a current, valid parking permit will be ticketed and/or towed as appropriate. No warning notices are given.

To Purchase a Permit

Students enrolled in non-credit courses that meet 6 or more weeks must purchase a parking permit from the Student Payment Office. Permits are on sale Monday-Wednesday 8:30 a.m. - 7 p.m., Thursday 11 a.m. - 7 p.m. and Friday 8:30 a.m. - 4 p.m. The following documents are required in order to purchase a permit:

- a current BHCC ID card or receipt of registration
- a current driver's license
- vehicle registration
- \$30 payable in cash, check, money order, Visa, MasterCard, or Discover

Permits are on sale beginning January 31, 2007 at the Student Payment Office.

Refund Policy

Students may cancel enrollment in a Community Education course within five (5) working days prior to the first class meeting and receive a 100% refund by completing a schedule adjustment form from Enrollment Services. No refunds will be given after that time. A full refund is automatically processed if the course you register for is cancelled. Lack of attendance in a course does not constitute canceling of an enrollment. Refunds generally take 3-4 weeks to process.

Campus Locations

Charlestown Campus

**250 New Rutherford Avenue
Boston, Massachusetts 02129-2925**

Chelsea Campus

**175 Hawthorne Street
Bellingham Square
Chelsea, Massachusetts 02150-2917**

Campus Accessibility

Both campuses are handicapped accessible. BHCC's Charlestown Campus is conveniently located at the MBTA Rapid Transit Orange Line's Community College station. Connections to the Orange Line can be made at any MBTA Rapid Transit subway station throughout the system. There is an hourly shuttle service between the Charlestown and Chelsea Campuses. The MBTA Commuter Rail has a Chelsea stop at the corner of Arlington and Sixth Streets. The MBTA bus routes 111, 112 and 116/117 stop right in front of the Chelsea Campus in Bellingham Square.

Spring 2007 Community Education Non-Credit

Table of Contents

Registration Information Inside Cover

Schedule of Courses

Basic English as a Second Language/BSL page 2

Cooking page 4

Crafts page 4

ASL/Languages page 4

Computers page 4

Dance page 5

Fitness, Safety, Recreation page 5

Photography page 6

Workplace and Career Education page 7

Gatlin Education Services - Online Courses page 9

**HIT THE ROAD
WITH OUR
MOTORCYCLE
SAFETY TRAINING
COURSE**
(ON PAGE 6)



While every effort has been made to ensure accuracy, the college reserves the right to make changes at any time with respect to course offerings, instructors, course locations and times, services provided, cost of attendance, or any other subject addressed in this publication. BHCC is accredited by the New England Association of Schools and Colleges, Commission on Institutions of Higher Education.

Bunker Hill Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation or disability status in its education 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; 34 C.F.R Part 100 (Title VI), Part 104 (Section 504). All inquiries concerning application of the above should be directed to the college's Affirmative Action Officer, Pelonomi Khumoetsile-Taylor, who is also the Title IX and Section 504 Coordinator.

English as a Second Language/Basic

To register for any Basic English as a Second Language course, students must first take a placement test in the Assessment Center, Room B109.

Basic Reading and Writing BLL-001

\$187

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

70	TUESDAY,THURSDAY 209	8:30 A.M.-9:45 A.M. 1/29-5/26
	CLASS MEETS AT THE CHELSEA CAMPUS	
90	SATURDAY 206	12:00 P.M.-2:45 P.M. 1/29-5/26
	CLASS MEETS AT THE CHELSEA CAMPUS	
M1	MONDAY,WEDNESDAY M105A	6:00 P.M.-7:15 P.M. 1/29-5/26
T1	TUESDAY,THURSDAY E451	6:00 P.M.-7:15 P.M. 1/29-5/26

Basic Conversation BLL-002

\$187

This course is for beginners who wish to improve their conversation and pronunciation skills. Students will practice their conversation skills by speaking about interesting topics and improve their pronunciation skills with pronunciation drills. This course should be taken with BLL-001 Basic Reading/Writing.

70	TUESDAY,THURSDAY 209	10:00 A.M.-11:15 A.M. 1/29-5/26
	CLASS MEETS AT THE CHELSEA CAMPUS	
M1	MONDAY,WEDNESDAY M105A	7:30 P.M.-8:45 P.M. 1/29-5/26

Speak/Listen I BSL-001

\$187

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

01	MONDAY,WEDNESDAY E451	11:30 A.M.-12:45 P.M. 1/29-5/26
70	MONDAY,WEDNESDAY CHEL	8:30 A.M.-9:45 A.M. 1/29-5/26
	CLASS MEETS AT THE CHELSEA PUBLIC LIBRARY	
90	SATURDAY 206	9:00 A.M.-11:45 A.M. 1/29-5/26
	CLASS MEETS AT THE CHELSEA CAMPUS	
M1	MONDAY,WEDNESDAY M105B	6:00 P.M.-7:15 P.M. 1/29-5/26
S1	SATURDAY B104	9:00 A.M.-11:45 A.M. 1/29-5/26
T1	TUESDAY B126	6:00 P.M.-8:45 P.M. 1/29-5/26

Read/Write I BSL-002

\$187

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.

01	MONDAY,WEDNESDAY B215	1:00 P.M.-2:15 P.M. 1/29-5/26
70	MONDAY,WEDNESDAY CHEL	10:00 A.M.-11:15 A.M. 1/29-5/26
	CLASS MEETS AT THE CHELSEA PUBLIC LIBRARY	
90	SATURDAY 204	12:15 P.M.-3:00 P.M. 1/29-5/26
	CLASS MEETS AT THE CHELSEA CAMPUS	
H1	THURSDAY M105A	6:00 P.M.-8:45 P.M. 1/29-5/26
M1	MONDAY,WEDNESDAY M105B	7:30 P.M.-8:45 P.M. 1/29-5/26
S1	SATURDAY B129B	12:15 P.M.-3:00 P.M. 1/29-5/26

Grammar and Vocabulary I BSL-003

\$187

This course is for Beginners Level 1 and 2 students who wish to improve their grammar and vocabulary. Students learn new grammar structures and vocabulary in readings, and then speaking and writing about the readings.

70	TUESDAY,THURSDAY 204	8:30 A.M.-9:45 A.M. 1/29-5/26
	CLASS MEETS AT THE CHELSEA CAMPUS	
M1	MONDAY,WEDNESDAY E451	6:00 P.M.-7:15 P.M. 1/29-5/26

be ambitious

Take our new
BSL computer
literacy course.

(see page 4)

BHCC Community Education
classes take place all year round
to enroll, call 617-228-2462.



Charlestown • Chelsea
www.bhcc.mass.edu/CE



Speak/Listen II

BSL-005

\$187

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 writings. Students will learn grammar structures. The emphasis is on general English.

01	MONDAY B105 WEDNESDAY B129B	1:00 P.M.-2:15 P.M. 1/29-5/26 1:00 P.M.-2:15 P.M. 1/29-5/26
70	MONDAY,WEDNESDAY 205 CLASS MEETS AT THE CHELSEA CAMPUS	8:30 A.M.-9:45 A.M. 1/29-5/26
M1	MONDAY,WEDNESDAY D210	6:00 P.M.-7:15 P.M. 1/29-5/26
S1	SATURDAY B135A	9:00 A.M.-11:45 A.M. 1/29-5/26
T1	TUESDAY B118	6:00 P.M.-8:45 P.M. 1/29-5/26
T2	TUESDAY E235A THURSDAY E419	6:00 P.M.-7:15 P.M. 1/29-5/26 6:00 P.M.-7:15 P.M. 1/29-5/26

Read/Write II

BSL-006

\$187

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.

01	MONDAY,WEDNESDAY M105B	2:30 P.M.-3:45 P.M. 1/29-5/26
70	MONDAY,WEDNESDAY 205 CLASS MEETS AT THE CHELSEA CAMPUS	10:00 A.M.-11:15 A.M. 1/29-5/26
H1	THURSDAY B130	6:00 P.M.-8:45 P.M. 1/29-5/26
M1	MONDAY,WEDNESDAY E451	7:30 P.M.-8:45 P.M. 1/29-5/26
S1	SATURDAY B132	12:15 P.M.-3:00 P.M. 1/29-5/26
T1	TUESDAY E235A THURSDAY E419	7:30 P.M.-8:45 P.M. 1/29-5/26 7:30 P.M.-8:45 P.M. 1/29-5/26

Speak/Listen III

BSL-010

\$187

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 writings. Students will read and write in this course and learn grammar structures. The emphasis is on academic English.

01	TUESDAY,THURSDAY E451	2:30 P.M.-3:45 P.M. 1/29-5/26
70	MONDAY,WEDNESDAY 209 CLASS MEETS AT THE CHELSEA CAMPUS	11:30 A.M.-12:45 P.M. 1/29-5/26
90	TUESDAY 208 CLASS MEETS AT THE CHELSEA CAMPUS	6:00 P.M.-8:45 P.M. 1/29-5/26
91	SUNDAY 208 CLASS MEETS AT THE CHELSEA CAMPUS	9:00 A.M.-11:45 A.M. 1/29-5/26
M1	MONDAY,WEDNESDAY B217	6:00 P.M.-7:15 P.M. 1/29-5/26
S1	SATURDAY B223	9:00 A.M.-11:45 A.M. 1/29-5/26
T1	TUESDAY D215 THURSDAY B131	6:00 P.M.-7:15 P.M. 1/29-5/26 6:00 P.M.-7:15 P.M. 1/29-5/26

Read/Write III

BSL-011

\$187

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.

01	TUESDAY,THURSDAY E451	3:55 P.M.-5:10 P.M. 1/29-5/26
70	MONDAY,WEDNESDAY 209 CLASS MEETS AT THE CHELSEA CAMPUS	1:00 P.M.-2:15 P.M. 1/29-5/26
90	TUESDAY 203 CLASS MEETS AT THE CHELSEA CAMPUS	6:00 P.M.-8:45 P.M. 1/29-5/26
91	SUNDAY 208 CLASS MEETS AT THE CHELSEA CAMPUS	12:00 P.M.-2:45 P.M. 1/29-5/26
M1	MONDAY,WEDNESDAY B217	7:30 P.M.-8:45 P.M. 1/29-5/26
S1	SATURDAY B131	12:15 P.M.-3:00 P.M. 1/29-5/26
T1	TUESDAY D215 THURSDAY B131	7:30 P.M.-8:45 P.M. 1/29-5/26 7:30 P.M.-8:45 P.M. 1/29-5/26

Grammar and Vocabulary II

BSL-012

\$187

This course is for BSL 010 and BSL 011 students who wish to improve their conversation and pronunciation skills. Students will practice their conversation skills by speaking about interesting topics and improve their pronunciation skills with pronunciation drills.

70	TUESDAY,THURSDAY 208 CLASS MEETS AT THE CHELSEA CAMPUS	8:30 A.M.-9:45 A.M. 1/29-5/26
M1	MONDAY B130	6:00 P.M.-7:15 P.M. 1/29-5/26

Computer Literacy I

BSL-020

\$187

This course is for BSL 001, 002, 005, and 006 students. Students will learn to use a keyboard and learn how to use a computer to type letters, send emails, and perform simple Internet searches.

70	TUESDAY, THURSDAY 207	10:00 A.M.-11:15 A.M. 1/29-5/26
CLASS MEETS AT THE CHELSEA CAMPUS		
W1	WEDNESDAY D119	6:00 P.M.-8:45 P.M. 1/29-5/26

Before BSL students can enter academic ESL courses, they must take a placement test in the Assessment Center, Room B109.

Cooking

Cake Decorating

CUL-312

\$69

Learn the required consistency of icing to frost a cake professionally, and master the art of making borders, leaves, and roses. Each student will complete a decorated cake.

H1	THURSDAY TBA	6:00 P.M.-9:00 P.M. 2/22
H2	THURSDAY TBA	6:00 P.M.-9:00 P.M. 3/22

Crafts

Sewing-Beginning

CFT-626A

\$59

Learn basic construction details, which will help the beginning or reviewing seamstress. Topics include pattern layout, pattern fitting, and basic garment construction in a workshop setting. Choice of pattern to be discussed in class. Get familiar with your own machine. Bring your sewing machine to class. Please register one week prior to class as a supply list has to be sent. Parking is available close to the building.

S1	SATURDAY TBA	1:30 P.M.-3:30 P.M. 3/24-4/14
----	-----------------	----------------------------------

Sewing-Advanced

CFT-626B

\$59

This class assumes basic knowledge of sewing and will focus on more advanced skills. You will make a simple fit button down top and will learn how to set in sleeves, make buttonholes and use interfacing. Please register one week prior to class as a supply list has to be sent.

S1	SATURDAY TBA	1:30 P.M.-3:30 P.M. 4/21-5/12
----	-----------------	----------------------------------

ASL/Languages

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.

S1	SATURDAY TBA	9:00 A.M.-12:00 P.M. 4/7-5/12
----	-----------------	----------------------------------

Computers

Basic Keyboarding

CPT-200

\$79

This course covers basic keyboarding skills. Emphasis is on the touch system, correct techniques, and developing speed and accuracy. Basic word processing concepts and applications are introduced. No previous experience required.

H1	THURSDAY D116	6:00 P.M.-9:00 P.M. 2/8-3/22*
*NO CLASS ON 3/15		

Introduction to PC

CPT-201

\$107

Designed for the beginner, this hands-on class will introduce students to personal computer. You will learn the difference between hardware and software as well as computer concepts such as naming, saving, retrieving, printing, and file management. Microsoft programs will be used to cover the basics of word processing, database management, and spreadsheets. Please bring a disk to the first class meeting.

M1	MONDAY D121A	6:00 P.M.-9:00 P.M. 2/5-3/19*
*NO CLASS ON 2/19 & 3/12		

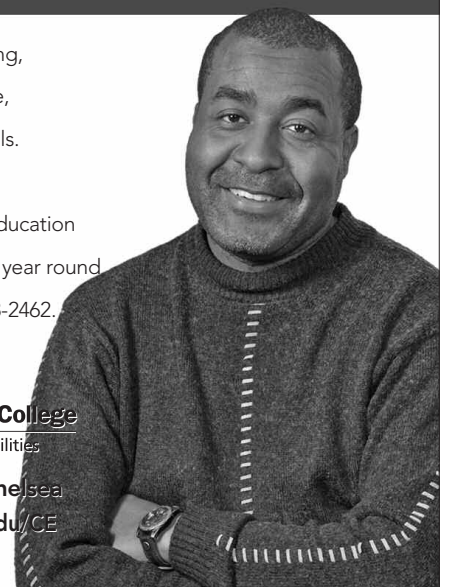
be resourceful

Get real estate training,
learn a new language,
or gain computer skills.

BHCC Community Education
classes take place all year round
to enroll, call 617-228-2462.



Charlestown • Chelsea
www.bhcc.mass.edu/CE



Microsoft Word

CPT-203

\$107

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

T1	TUESDAY	6:00 P.M.-9:00 P.M.
	D116	2/6-3/20*
		*NO CLASS ON 3/13
T1	TUESDAY	6:00 P.M.-9:00 P.M.
	D116	3/27-5/1

Microsoft Excel

CPT-204

\$107

Learn to format worksheets and develop charts and graphs from your data without cumbersome conversions. This popular spreadsheet program is useful for both the office and home. Participants will learn to create budgets and put some zip into proposals by entering data and learning the powerful calculation and sorting functions that Excel offers. Please bring a disk to class. Prerequisite: Familiarity with computers.

W1	WEDNESDAY	6:00 P.M.-9:00 P.M.
	D102	2/7-3/21*
		*NO CLASS ON 3/14
W2	WEDNESDAY	6:00 P.M.-9:00 P.M.
	D102	3/28-5/2

Advanced Microsoft Excel

CPT-204B

\$107

This course will teach advanced Excel applications. Through instructor-led or self-paced, step-by-step instruction, participants will learn how to perform "what if" analysis, create PivotTables, exchange data with other programs, control worksheet properties and calculations. Please bring a disk to the first class. Prerequisite: Microsoft Excel (CPT-204)

H1	THURSDAY	6:00 P.M.-9:00 P.M.
	D102	3/22-4/26

Microsoft Access

CPT-206

\$107

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

M1	MONDAY	6:00 P.M.-9:00 P.M.
	D121A	4/2-5/14*
		*NO CLASS ON 4/16

Dance

Belly Dancing

DAN-620

\$75

Get in shape and have fun while learning the ancient art of belly dancing. This course will focus on proper form, technique, and simple combinations. Designed for women of all ages and body types, this course will help participants develop confidence, coordination, strength, and flexibility. Finger cymbals and the veil will be discussed and each class will end with some folk dancing. Wear loose, comfortable clothing or exercise apparel.

S1	SATURDAY	1:00 P.M.-3:00 P.M.
	M105A+B	3/3-4/14*
		*NO CLASS ON 3/17

Intermediate Belly Dancing

DAN-620A

\$75

In this class, you will learn more combinations; hip, torso, hand and body movements. This course will help participants develop confidence, coordination, strength, and flexibility. We will continue the use of finger cymbals and the veil. Group and solo routines will be encouraged. Wear loose, comfortable clothing or exercise apparel. Prerequisite: Belly Dancing (DAN-620), permission of instructor or previous dancing experience.

S1	SATURDAY	1:00 P.M.-3:00 P.M.
	M105A+B	4/21-5/26

Fitness, Safety, Recreation

CPR for Health Care Provider

FSR-106

\$77

This one-day course covers the basic skills needed to treat air breathing, and cardiac emergencies in adult, children, and infants. Included in the skills are one- and two-person CPR, use of a mask for ventilation and the use of automated external defibrillator. Upon successful completion the participant will be issued an American Heart Association CPR card at the Health Care Provider Level and is good for two years. Text available at BHCC Bookstore.

S1	SATURDAY	8:00 A.M.-4:30 P.M.
	TBA	2/3
S2	SATURDAY	8:00 A.M.-4:30 P.M.
	TBA	3/3
S3	SATURDAY	8:00 A.M.-4:30 P.M.
	TBA	4/7

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. The R.A.D. system is a comprehensive, women-only course that begins with awareness, prevention, risk reduction, and risk avoidance while progressing on the basics of hands-on defense training. R.A.D. is not a martial arts program, but does offer women instruction on physical self-defense. Minimum enrollment for this class is 16.

T1	TUESDAY M105A+B	6:00 P.M.-8:00 P.M. 1/30-3/6
SU	SUNDAY M105A+B	1:00 P.M.-4:00 P.M. 3/4-4/1 *NO CLASS ON 3/18

**Golf for Everyone
FSR-506 \$75**

If you want to learn to play golf or improve your game, this is the class for you! In-class topics covered include: rules and regulations, equipment, and golf club repair. The first class is held at Bunker Hill Community College and the next five sessions are held at the practice range at Golf Town, Route 1, Saugus. At the range, you will learn how to swing properly, play and manage your game and will include long woods, irons, and putters. Instructor provides training tools and clubs. There is an additional discounted charge rate for practice balls.

H1	THURSDAY TBA	6:30 P.M.-8:30 P.M. 5/3-5/24
----	-----------------	---------------------------------

**Beginning Tennis
FSR-508 \$85**

This class will introduce the beginning tennis player to the fundamentals of the game. This class will cover tennis basics, forehand and backhand strokes, the stance and serve and effective net techniques.

S1	SATURDAY FIELD	1:00 P.M.-4:00 P.M. 5/5-5/26
----	-------------------	---------------------------------

**Basic Rider Course/
Motorcycle Safety Training
FSR-725 \$275**

This is a 15-hour course (5 hours of classroom study and 10 hours of riding) designed to teach the challenge of motorcycling. Classroom sessions will cover motorcycle

controls, basic riding skills, street strategies, turning and braking techniques, and dangers of impaired. Riding sessions will cover straight line riding, turning, shifting, and stopping as well as crash avoidance maneuvers. Training motorcycle (250cc or less), helmets, and course books are provided in tuition. Participants must have motorcycle learner's permit. Classes are on weekends from April to October. For *more information* please contact the Community Education Division at 617-228-2462 or e-mail commed@bhcc.mass.edu. To *register* for the course please contact Ironstone Ventures at 508-278-0172 or visit www.ironstoneventures.com.

Photography

**Discover Digital Photography
PHT-775B \$59**

Explore the world of digital photography! Topics include the basics of digital photography, equipment, and software the digital darkroom, printing, Internet and email use, and commercial and personal applications. Learn what you need, what you can do, and what you can expect to invest. Whether you're new to photography or a long-term professional looking for a complement to traditional photography, this class will provide an introduction to new opportunities for putting digital photography to use.

S1	SATURDAY TBA	1:00 P.M.-3:00 P.M. 5/12 & 5/19
----	-----------------	------------------------------------

Personal Awareness

**How to Effectively Manage Your Stress:
Your Ultimate Mind-Body
Relaxation Training
SLF-500D \$79**

End anxiety and reduce stress with Self-Hypnosis and Progressive Self-Relaxation (PSR) Techniques. Join us and experience for yourself the ultimate in mind-body relaxation training. Learn to let go of all the tension and pressure from the day and stop things from building up and out of control. In this very practical, hands on workshop, you will learn how to use Self-Hypnosis, Progressive Self-Relaxation (PSR), and the good breathing techniques so that you can easily achieve the state of relaxation and rejuvenation in your everyday life. This class is open to everyone. We welcome students of all ages and levels of experience to experience and enjoy the many benefits of Self-Hypnosis and Progressive Self-Relaxation (PSR) techniques. It provides a non-competitive and caring environment. Individualized attention is assured. Please wear comfortable clothes.

S1	SATURDAY TBA	11:30 A.M.-1:00 P.M. 1/27-2/10
----	-----------------	-----------------------------------

be active



Learn to play golf,
take tennis classes,
or enroll in a stress management course.

BHCC Community Education
classes take place all year round
to enroll, call 617-228-2462.



**Bunker Hill
Community College**
imagine the possibilities

Charlestown • Chelsea
www.bhcc.mass.edu/CE

Workplace and Career Education

Special Events Planner Certificate WCE-103

\$399

Learn the tricks of the trade from the area's top experts. Avoid the trials and errors of putting on special events by learning event planning strategies to make your event more successful and easier to handle. This comprehensive certificate program gives you the expertise to conduct events that have a communitywide impact whether it contributes to the tourism economy or raises funds for your favorite cause. Gain a thorough understanding of all event planning and production facets include creating an event concept, mastering logistics, conducting advertising and publicity, negotiating sponsorships, securing entertainment, working with governmental entities, budgeting and locating venues. At the end of this basic course, you will be awarded a certificate of completion with all of the skills you have mastered.

T1	TUESDAY	6:00 P.M.-9:00 P.M.
	TBA	2/27-4/3

Bartending WCE-301

\$195

Are you ready for a fun class that's informative as well? This class will present basic principles of bar organization and equipment with a view to training participants to properly serve drinks and cocktails. This class will also cover basic preparation of frozen drinks and non-alcoholic beverages using state-of-the art equipment. All class sessions will be conducted in a simulated bar environment.

W1	WEDNESDAY	6:00 P.M.-9:00 P.M.
	TBA	2/14-4/4

Tips-Alcoholic Awareness WCE-301A

\$65

This program is designed to teach acceptable standards of practice for serving alcoholic beverages, including legal issues concerning intoxication of bar or restaurant patrons. Upon successful completion of this five-hour workshop, certificates will be issued stating that participants have been trained in these standards of practice. The certificate is valid for three years. This class is highly recommended for bartenders, waiters and waitresses, restaurant managers and owners, as well as parents of teenagers. Additional cost for manual is payable to the instructor at the start of the class.

W1	WEDNESDAY	5:00 P.M.-10:00 P.M.
	TBA	4/18

Home Inspector Pre-Licensing WCE-472A

\$650

This course is designed to provide participants with the prerequisite information needed to prepare for the Massachusetts Home Inspector Licensing Examination.

Course participants should have general knowledge of good building standards in all areas of housing. This course will include quizzes covering each subject matter area and two major examinations to help you prepare for the state exam. Also included in this course are two actual home inspections in which participants will participate. Required Code Books are available in the College Bookstore.

W1	WEDNESDAY	6:00 P.M.-9:00 P.M.
	TBA	2/7-5/16

Real Estate Sales WCE-473

\$211

This 24-hour class is geared for the individual seeking to become a real estate salesperson. The class covers all the areas necessary to prepare participants for taking the Massachusetts Real Estate Salesperson's examination. Students who successfully complete the mandatory 24-hour class will receive a certificate and be certified to sit for the examination. Attendance at every class is required.

W1	WEDNESDAY	6:00 P.M.-9:00 P.M.
	TBA	2/7-3/28

S1	SATURDAY	9:00 A.M.-5:00 P.M.
	TBA	4/7-4/21

Real Estate for Brokers and Salespersons WCE-474F

\$139

All licensed Massachusetts Real Estate Brokers and Salespersons are required to complete 12-hours of continuing education within the 24-month period preceding their scheduled renewal date. The curriculum is comprised of 29 modules each module is two hours. This course is required to complete six different modules to satisfy the 12-hour requirement.

S1	SATURDAY	8:30 A.M.-12:30 P.M.
	TBA	4/28-5/19

Ophthalmic Assisting Program WCE-911

\$329

This 42-hour course will introduce the student to the basic knowledge needed for a career in ophthalmic medical assisting. This growing field is one in which the assistant works independent of the ophthalmologist preparing patients for their eye exams. Topics to be covered include anatomy and physiology of the eye, medical terminology, ocular disease and pharmacology as well as hands-on skills. Some courses will be held in the offices of local ophthalmologists. Prerequisite: High school graduate, English language proficiency, high school algebra, ophthalmic experience or medical assisting background desirable but not necessary. Required book: Ophthalmic Medical Assisting. If you do not have this book, please tell when registering. The teacher will bring the book (cost \$90) and is payable at the first class session.

M1	MONDAY	6:00 P.M.-9:00 P.M.
	TBA	2/5-5/21*

*NO CLASS 2/19 & 4/16



Web-based training and testing services accessible at home, at work, or right here in Charlestown. Expand your skills for your present job, working at your own time and pace.

<http://www.bhcc.mass.edu/ACT>

Over 3,000 top quality web-based training courses available in the following areas:

- IT Certification and licensure tests
- Workplace skill assessments
- Management/Leadership courses
- Learn English as a Second Language online!
- Professional/Personal Development courses
- PC application courses at less than \$100 towards MOUS Certification exams

Get Credit for your knowledge!

CLEP and Dantes testing also available at the center.

The ACT Center is located in room E222 on BHCC's Charlestown Campus
Accessible just steps away from the Community College stop on the MBTA Orange Line

**For more information call the ACT Center at 617-228-2440
or e-mail: TRAINING@BHCC.MASS.EDU**



Let the Workforce Development Center at Bunker Hill Community College partner with you to provide quality, affordable training at your worksite, on your schedule.

The BHCC Workforce Development Center is the Corporate University for small to mid-sized businesses.

We specialize in creating customized training linked to your specific needs.

Services include:

Free consultation, employee skills assessments, training evaluations and ROI.

Select training topics include:

Leadership Skills • Customer Service • Computer Skills
Communications • Problem Solving & Critical Thinking
Time & Stress Management • Working in Teams
Workplace English as a Second Language
Diversity Business Writing • Basic Reading, Math & Writing.

**Call the BHCC Workforce Development Center
at 617-228-2021 or toll-free at 877-953-2422.**

E-mail us at training@bhcc.mass.edu and visit our website at www.bhcc.mass.edu



GATLIN EDUCATION SERVICES

ONLINE COURSE CATALOG

There's not a bad seat in the class with
Gatlin Education Services online career-training programs!

INTRODUCTION

Gatlin Education Services (GES) is the world's largest provider of Web-based, instructor-supported training programs to colleges and universities nationwide. Our open-enrollment programs are designed to provide the skills necessary to acquire professional-caliber personnel for many in-demand occupations. GES currently offers online certificate programs in collaboration with Bunker Hill Community College's Office of Community Education in the following fields of study:

Healthcare

Business

Construction/Automotive Technology

Networking and CompTIA™ Certification Prep

Microsoft Certification Prep

We build our programs with a team of professionals from each respective field who works with an existing textbook or base of material to provide the most effective online learning experience. Instructors are actively involved in the student's online learning experience. They respond to any questions or concerns as well as encourage and motivate the students to succeed. Each program has a set of lessons and tests; student's grades are calculated using a combination of computer-graded tests and the instructor's evaluation of the student's work. Students love the quality as well as the convenience of anytime, anywhere learning. Students can apply for a Gatlin Loan application on line at www.collegeloanapplication.com.

HOW TO REGISTER

Students may register for Gatlin Online Courses **only** through the BHCC's Office of Community Education. You may register for any course by phone or in person.

CALL 617-228-2462

Or visit

BHCC's Office of Community Education

Room M107

BHCC Charlestown Campus

250 New Rutherford Ave.

Boston, MA 02129

HEALTHCARE PROGRAMS**HLT-101 Administrative Dental Assistant***Hours-240 ~ Price-\$1,395*

This online program teaches students the essential administrative tasks for managing the business aspects of a dental practice. This program includes instruction in dental terminology and anatomy, medical-records management, accounts receivable and reimbursement management, insurance and patient billing, patient scheduling, and procedural and diagnostic coding. The Administrative Dental Assistant program prepares students for a new career working in a dental office. Textbooks included.

HLT-103 Administrative Medical Specialist*Hours-240 ~ Price-\$1,395*

Students learn medical billing and coding from the comfort of their own homes with this online, instructor-led program. Upon successful completion of this course, students are prepared for an entry-level position doing medical billing or coding in a medical office setting and are prepared to sit for the Certified Coding Associate (CCA) national certification exam. All materials included.

HLT-105 Medical Transcription*Hours-240 ~ Price-\$1,395*

This online, instructor-led program prepares students to start a new career as a Medical Transcriptionist. A medical terminology course is included at no extra cost. Transcriber and all materials are included.

BUSINESS PROGRAMS**BSN-101 Administrative Professional with MOS***Hours-240 ~ Price-\$1,795*

This online program teaches the skills that the student must acquire to be successful as an administrative professional. Students also learn the most popular Microsoft Office 2003 programs, including Word, Excel, Access, Power Point, and Outlook. An introduction to QuickBooks is also provided. All textbooks are included.

BSN-111 Bookkeeping the Easy Way*Hours-140 ~ Price-\$1,495*

This online, instructor-led program introduces the concepts of bookkeeping/accounting using the theory of double-entry bookkeeping. This course is designed for students who are interested in gaining knowledge of basic bookkeeping practices in planning a more profitable future or seeking a new career. Students are prepared for entry-level bookkeeping positions upon completion of this program. Textbook and a thorough tutorial for QuickBooks are included.

BSN-111A Certified Bookkeeper*Hours-80 ~ Price-\$1,595*

This online course for experienced bookkeepers leads to national certification with the American Institute of Professional Bookkeepers (AIPB). The AIPB certification is a high professional standard and the only national standard for bookkeepers. This course was created by the AIPB to prepare bookkeepers for the national certification exam. All textbooks are included.

BSN-113 eBusiness*Hours-200 ~ Price-\$1,995*

This Web-based course provides a comprehensive introduction to eBusiness, which is increasingly important in our networked world of transactions and global competition. The primary objective of this program is to introduce concepts, tools and approaches to eBusiness. Textbook is included.

BSN-115 Freight Broker/Agent Training*Hours-150 ~ Price-\$1,695*

Entrepreneur Magazine has rated the freight brokerage business as one of the top home-based businesses to own, and a recent Wall Street Journal article cited freight brokering and logistics as the largest growing sector of the transportation industry. Written by freight brokerage specialists, the freight broker/agent training course will provide the student with the knowledge and resources needed to break into the \$400 billion plus shipping industry. Students will learn the "how-to's" of building up a freight brokerage or agency. From licensing to operations, to sales and marketing, students learn the basics of how to run a freight brokerage or agency. This course arms graduates with the information needed to succeed in the freight brokerage business, and can help lead to a rewarding career in this field.

BSN-117 Microsoft Office Specialist (MOS)*Hours-120 ~ Price-\$1,395*

This online program is a comprehensive, performance-based program that teaches students to be proficient using the most popular suite of Microsoft Office 2003 programs including Word, Excel, Power Point, Outlook, and Access. The MOS program provides computer program literacy, measures proficiency, and identifies opportunities for skills enhancement. Textbooks are included.

BSN-119 Paralegal*Hours-225 ~ Price-\$1,595*

This online, instructor-led program prepares students to be successful in the fast growing paralegal career field. The Paralegal Program includes free access to the official NALA Campus certification exam prep and Westlaw. Students are prepared for entry-level paralegal positions and receive official NALA national certification exam preparation. All materials are included.

BSN-121 Principles of Private Investigation*Hours-200 ~ Price-\$1,895*

This comprehensive basic course in private investigation will facilitate a career in the investigative field. Students will learn the basic techniques of information gathering, techniques required to successfully practice as a private investigator. Individuals that need the ability to gather information as an adjunct to their present career, e.g. paralegals, legal secretaries, insurance adjusters, attorneys, collection agencies, law enforcement, criminal justice and law students will find this course valuable to advancing their career goals. Textbook included!

BSN-123 Project Management*Hours-40 ~ Price-\$1,295*

This online, instructor-led program provides a comprehensive education in project management. This program teaches the basics of project management and includes preparation for the Project Management Professional National Certification Exam. Textbook and exam prep are included.

BSN-125 Travel Agent Training*Hours-200 ~ Price-\$1,395*

This industry-leading program prepares students for the Institute of Certified Travel Agents TAP Certification. Students learn the basic skills needed to operate a computer reservation system. The online program consists of two modules including your choice of SABRE, WORLDSPAN, APOLLO OR AMADEUS GDS systems. All materials are included.

CONSTRUCTION/AUTOMOTIVE TECHNOLOGY PROGRAMS

WCE-472 Home Inspection Certificate

Hours-200 ~ Price-\$1,895

This program covers the principal components of home-inspection procedures and processes. Students learn how to create a home-inspection report detailing the home's condition, including the heating and cooling systems, the plumbing and electrical systems, the roof and siding, as well as the framing and foundation. The program focuses on standards of practice, defects recognition, inspection guidelines, reporting methodologies, and liability management.

WCE-477 HVAC Technician Certificate

Hours-320 ~ Price-\$2,895

The HVAC Technician Certificate is a comprehensive HVACR training program for heating, ventilation, air conditioning, and refrigeration installers and technicians. This program is designed to prepare learners using an online, mentor-facilitated, self-paced environment for entry-level positions in the HVACR industry, continuing education for upgrading skills, or becoming Certified or Licensed (NATE, etc).

WCE-479 Modern Automotive Service Technician

Hours-380 ~ Price-\$2,495

The Modern Automotive Service Technician online program teaches the construction, operation, diagnosis, service, and repair of late-model automobiles and light trucks. This comprehensive program begins with the fundamental principles of system operation and progresses gradually to complex diagnostic and service procedures. The program provides thorough coverage of the latest developments in the automotive field, including OBD II diagnostics, enhanced emissions testing, misfire monitoring, air bag systems, anti-lock brakes, and security systems. This program is a valuable resource for students preparing for a career in automotive technology, as well as experienced technicians preparing for ASE Certification/Recertification Tests. The program is correlated to standards set by the National Automotive Technicians Education Foundation (NATEF).

MICROSOFT CERTIFICATION TRAINING PROGRAMS

CPT-301 Microsoft Certified Database Administrator (MCDBA)

Hours-460 ~ Price-\$2,995

The Microsoft Certified Database Administrator (MCDBA) certification is internationally recognized and is the designation awarded to professionals who design, implement, and administer Microsoft SQL Server databases. The MCDBA certification may lead to career opportunities as Database Administrators, Technical Support Specialists, Network Technicians, and Technical Consultants. Textbooks included.

CPT-303 Microsoft Certified System Administrator 2003 (MCSA)

Hours-440 ~ Price-\$2,395

This MCSA certification program provides expert instruction on the Microsoft® Windows® Server 2003 family, making it easier to deploy, manage, and use. Achieving the Microsoft Certified Systems Administrator (MCSA) on Microsoft Windows® 2003 credential provides a valid and reliable measure of technical proficiency and expertise to successfully manage and maintain the typically complex computing environment of medium-to-large-sized companies operating on the Microsoft Windows® Server 2003 System. Textbooks are included.

CPT-305 Microsoft Certified System Administrator Plus 2003 (MCSA+)

Hours-340 ~ Price-\$2,095

A four-course program, MCSA 2003+ is for those that hold one of the following third-party certifications or certification combinations: Security+ Certification, A+ and Network+ certifications or A+ and Server+ certifications. The Microsoft Certified Systems Administrator (MCSA) can successfully implement, manage, and troubleshoot Microsoft Windows® server-based operating systems in addition to systems that contain messaging services, file and print servers, and firewalls. They may also be responsible for configuring Internet access, enabling remote access for users, and managing client computers. An MCSA may be a System Administrator, Network Administrator, or Technician. Textbooks included.

CPT-307 Microsoft Certified System Engineer 2003 (MCSE)

Hours-700 ~ Price-\$3,195

The MCSE credential is the premier certification for professionals who analyze the business requirements, and design and implement the infrastructure for business solutions based on the Microsoft Windows® 2003 platform and Microsoft server software. Implementation responsibilities include installing, configuring, and troubleshooting network systems. The MCSE 2003 credential is one of the most widely recognized technical certifications in the industry, a credential in high demand. By earning the premier MCSE credential, individuals are demonstrating that they have the skills necessary to lead organizations in the successful design, implementation, and administration of the most advanced Microsoft Windows® platform and Microsoft server products. Textbooks included.

NETWORKING AND Comp TIA™ CERTIFICATION PROGRAMS

CPT-401 Comp TIA™ A+ Certification Training

Hours-160 ~ Price-\$1,495

The Comp TIA™ A+ certification is the industry standard for validating vendor-neutral skills expected of an entry-level computer technician. A+ opens the door to an exciting career in computer technology. Students are required have an extra computer running Windows® 98 or Windows® 2000 to complete the coursework. This program prepares students to take the CompTIA™ A+ Hardware and the A+ Operating System Technologies exams.

CPT-403 Comp TIA™ Cisco™ CCNA® Certification Training

Hours-80 ~ Price-\$1,595

This online program teaches students the fundamentals of data network theory and the technologies that make the Internet tick. They apply this knowledge by performing hands-on network engineering work on Cisco™ network devices in a simulated network environment. This program also involves extensive hands-on work on Cisco™ routers, switches, and firewalls in a simulated network environment and prepares students for the Cisco™ CCNA® certification exam. Textbook is included.

CPT-405 Comp TIA™ Linux+/LPI Level One Certification Training

Hours-300 ~ Price-\$2,095

Linux+ is an entry-level certificate program, developed by CompTIA™, which measures Linux knowledge and skills for an individual with at least six months practical experience (Network+ or A+ background). The online Linux+ Certification Preparation course prepares students to write the CompTIA™ Linux+ exam. Linux Professional Institute Advanced Certification Training was developed by the Linux

Professional Institute to provide a useable, common measurement of Linux skills. Students taking these courses will learn the fundamentals of the Linux operating system, including how to configure Linux system services, how to manage a Linux system in a networked environment, and, finally, how to manage the servers a Linux system provides. Textbooks are included.

CPT-407 Comp TIA™ Network+/Server+ Certification Training

Hours-80 ~ Price-\$1,295

The CompTIA™ Network+ certification is the worldwide standard of competency for professionals with nine-months experience in network support or administration. The Network+ certification validates technical competency in networking administration and support. This certification is geared toward those with nine months field experience in network administration and support.

Server+ certification is a standard of competency for mid- to upper-level technicians responsible for server-hardware functionality. The Server+ certification credential validates advanced-level technical competency of server issues and technology, including installation, configuration, upgrading, maintenance, troubleshooting and disaster recovery.

CPT-409 Comp TIA™ Security+ Certification Training

Hours-120 ~ Price-\$1,495

This course is designed to provide students with the fundamentals of security, and to help prepare for the CompTIA™ Security+ exam. It covers material related to general security concepts, communications security, infrastructure security, basics of cryptography, and operational/organizational security.

New Loans!

The **Education Rewards Loan Program** offers low interest loans up to \$10,000 for tuition and expenses!

This new loan program is available to any Massachusetts resident for the purpose of attending an occupational skills training course resulting in an associate's degree or recognized certificate in more than 70 high growth/high demand identified occupations.

These "Occupations for the Future" include **Entrepreneurs, Real Estate, Ophthalmic Assistants** and many others.

To obtain an application for an **Education Rewards Loan**, you must meet with a career counselor at any of the local One-Stop Career Centers listed below.

<p>JobNet 210 South Street 2nd Floor Boston, MA 02111 617.338.0809 800.5JOBNET</p>	<p>The Work Place 99 Chauncy Street Boston, MA 02111 617.737.0093 800.436.WORK (9675) TTY #: 617.428.0390</p>	<p>Employment and Training Resources 201 Boston Post Road West Suite 200 Marlborough, MA 01752 508.786.0928</p>	<p>Employment and Training Resources 275 Prospect Street Norwood, MA 02062 781.769.4120</p>
<p>Boston Career Link 1010 Harrison Avenue Boston, MA 02119 617.536.1888 TTY#: 617.867.4687</p>	<p>Career Source 186 Alewife Brook Parkway Cambridge, MA 02138 617.661.7867 888.454.9675</p>	<p>Employment and Training Resources 288 Walnut Street Suite 130 Newtonville, MA 02460 617.928.0530</p>	<p>The Career Place Trade Center Park 100 Sylvan Road Suite G-100 Woburn, MA 01801 781.932.5500 888.273.WORK</p>

Hours of operations vary from center to center.

Visit www.mass.gov/dcs – select Career Centers under Quick Links on the home page to check the hours or locate your nearest One-Stop Career Center.

This program is offered in cooperation with the Massachusetts Educational Financing Authority who acts as the program lender and server.

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

□ □ □ - □ □ □ - □ □ □ □

AREA CODE & MOBILE PHONE

□ □ □ - □ □ □ - □ □ □ □

(Please print) **E-mail address** _____

OPTIONAL INFORMATION (NOT REQUIRED)

With which ethnic background do you most clearly identify yourself?

- American Indian/Alaskan Native
 African American
 Cape Verdean
 Asian/Pacific Islander
 Hispanic/Latino
 Caucasian/Non-Hispanic

First semester attended BHCC? FALL SPRING SUMMER YEAR _____

METHOD OF PAYMENT

- Check Money Order
 VISA MASTERCARD DISCOVER

NAME _____

ACCOUNT NUMBER _____

EXPIRATION DATE _____

SIGNATURE _____

How to register for Gatlin Online Courses

Students may register for **Gatlin Online Courses** only through the BHCC's *Office of Community Education*. You may register for any course by phone or in person. Call, 617-228-2462, or visit BHCC's *Office of Community Education*, Room M107, BHCC Charlestown Campus, 250 New Rutherford Ave., Boston, MA 02129.

COURSE SELECTION			
COURSE NUMBER	SECTION CODE	COURSE TITLE	AMOUNT
<i>SAMPLE :</i> WCE-473	W1	Real Estate Sales	\$211
ALTERNATE COURSE CHOICE:			

NOTE TO STUDENT: When you sign this registration form, you are academically and financially responsible for the courses for which you register.

SIGNATURE _____ DATE _____