

ACT

the act center

at bunker hill community college



**Bunker Hill
Community College**

imagine the possibilities

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what is the act center?

The ACT Center is a state-of-the-art training center that uses computer-based technologies to build the job skills needed for success. Employers contract with Bunker Hill Community College to provide the courses that their employees need. Individuals can also take advantage of the training resources available through the ACT Center to advance their employability skills. Training is hands-on and self-paced, ensuring that participants acquire all the skills desired.

products and services

The ACT Center's products and services include computer-based programs in three areas:

Assessment • Training • Testing

pcta assessments for teacher's aides

(proficiency certificate for teacher assistants)

ACT Work Keys allows individual paraprofessionals to earn the certification required by the Mass DOE to comply with the No Child Left Behind legislation, through assessment exams that measure competency in:

- Reading for Information
- Writing/Business Writing
- Mathematics/Applied Mathematics

Next, an observation-based tool called the Instructional Support Inventory (ISI) helps supervisors rate their own paraprofessionals' actual classroom skills.

For those wishing to prepare ahead for the assessments, we also offer study guides on CD-ROM.

Schools and School districts who adopt the ACT Work Keys Certificate may have their paraprofessionals test on-site at the schools either on computers or via pencil and paper.

training

The ACT Training Center offers almost 3,000 courses specifically tailored to the development of workplace skills. These are some of the best selling courses available today. Here are examples of the most popular topics available at the ACT Center:

Adult Literacy/Employability Skills

Math • Reading • Writing • Listening • Team Communication Skills • *and much more...*

Computer Basics/Information Technology

Desktop Publishing/Graphics • Introduction to Computers • Databases • Spreadsheets
The Internet & the World Wide Web • IT Certification • *and much more...*

Industrial Technology/Safety Skills

Basic Industrial/Technical Skills • Electricity/Electronics • CAD/CAM • Heating, Refrigeration, & Air Conditioning
and much more...

Personnel Development

Time Management • Sexual Harassment Awareness • Stress Management • *and much more...*

Management/Leadership

Customer Service • Supervision • Coaching & Counseling • Conflict Management • Financial Management
and much more...

English as a Second Language • GlobalEnglish — the leading solution for learning workplace English online

what are the benefits of these training programs for businesses and organizations?

- High-quality, valid, reliable training at an affordable cost
- Training with a better retention rate than traditional methods
- Delivery flexibility
- Individualized, self-paced training products that allow individuals to progress at their own pace
- Training and testing in a convenient location

what are the benefits for individuals?

- Higher quality and a wider range of training than has been previously available
- A way to keep your skills on the cutting edge at a reasonable cost
- Self-paced training on your own schedule

licensing exams and information technology (IT) certification

We provide professional licensing examinations, and through our partnership with a leading company in the IT certification industry, the ACT Center can now offer **over 40** Information Technology (IT) certification exams in some of the following areas of interest:

Licensing Examinations

Social Work Boards Licensing • Nuclear Medicine Technologist Certification • Dietitian Registry
Dietetic Technician Registry • Food Protection and Sanitation

Other Testing

- CLEP (College-Level Examination Programs) test-outs for college credit
- Dantes (College-Level Examinations) test-outs for college credit
- ASE (Automotive Service Excellence) certification tests
- Proctoring of various types

to find out more about how the act center
can help you enhance your workplace skills
or those of your company, contact:

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