

THE DIVISION OF WORKFORCE AND ECONOMIC DEVELOPMENT

Workforce and Community Education Catalog



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

FALL HIGHLIGHTS

- EKG, Dental Assisting, and Phlebotomy Technician Programs
- PMP Exam Prep
- Bartending, TiPS, Craft Cocktails and Mixology
- Google IT
- We need you! Instructors and Trainers

Bunker Hill Community College

Workforce and Community Education

The Workforce and Community Education courses, offered through the Division of Workforce and Economic Development at Bunker Hill Community College, features remote credit and non-credit courses for individual or 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, including Basic English as a Second Language; (BESL) to Test of English as a Foreign Language (TOEFL); High School Equivalency Standardized Test (HiSET); and Project Management Professional (PMP) exam prep. Whether you need to improve your language skills to prepare for college or a career, stay current with the latest technology, or explore something

new, Workforce 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. Still can't find what you are looking for? Let us know! We are always looking for ways to expand our program offerings.

Are you 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.

Contact us for information about our Corporate Training programs.

BHCC Workforce and Community Education Division of Workforce and Economic Development

- Community Education and Life Long Learning
- Corporate Training and Continuing Education for Careers
- Adult Education and Transitions to College
- Language Institute-Intensive English, BESL and Spanish

Register today!

1. Go to Bunker Hill Community College Workforce and Community Education Course Catalog. bhcc.edu/cce-catalog/
2. Type course name or course code in Search box.
3. Click Register button to enroll and pay. Please confirm the correct date and time for your schedule before register.
4. Click New Account to register. **Note:** If you have an Elevate account, you may type in your username and password to sign in.
5. Fill in and complete all the information. Fields that have a red asterisk (*) are required.
7. Create a user account.
8. Enter credit card or debit card for payment method.

You will receive an email confirmation to your email.

Note: There is a 3% service fee, depending on the course, for debit and credit payments. You may also register in person at Student Central in the Main Campus or at the Division of Workforce and Economic Development office located in the H-Building.

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

Instruction Modality:

With a few exceptions, all scheduled courses listed in this fall catalog will be taught remotely. This means that class will not meet face-to-face on campus. It will meet remotely during the scheduled times listed. Course materials will be available online.

If you have any questions, please email commed@bhcc.edu.

Book Ordering:

If your course requires you to purchase a textbook, you must purchase it online from our college bookstore. Please visit <https://www.bkstr.com/bhccstore> and under "Shop By Courses", click "Enter Course". Select the term with the word "Elevate (WFD)" in it. Under Shop By Courses, select the course number inside the Department Box. Once the course is selected, the Course and Section field boxes will automatically populated. Click "Find Materials for 1 Course(s)". Select New or Used. Your book will be mailed to you. Shipping charges apply after COVID-19 restrictions have been lifted. If you need to talk to a bookstore representative, please call 617-228-2304.

If you have any questions about the course, please email commed@bhcc.edu.

Table of Contents

Adult Education	2
Test Preparation	3
Arts, Computers and Careers	4-6
Language Institute:	
BESL, IEP and Spanish	7-8
English for Au Pairs	8
Google IT Certificate	9
Online Learning	10
Online Courses in Six Weeks	11
In-Demand Career Training Online Programs	11
Online Professional Development Bundles	12
Additional Information – inside back cover	



ADULT EDUCATION

Bunker Hill Community College offers two Massachusetts Department of Elementary and Secondary Education (DESE) grant funded programs to assist adults in developing the necessary skills in English language proficiency, acquire a High School Credential (HiSET), and the skills to successfully complete college courses and receive six college program credits.

The Adult Education Program

The Adult Education program at the Chelsea Campus and the BHCC Boston Adult Education Consortium provide educational and support services for adults who lack English language and literacy skills and/or do not have a high school diploma. This comprehensive program provides free educational services that include courses in Basic English for Speakers of Other Languages (ESOL), AE literacy and High School Equivalency Assessment (HiSET) preparation in Spanish and in English.

Classes are held in Chelsea and Boston. The ESOL and Spanish HiSET Adult Education courses are offered during the day, evening and Saturdays at the Chelsea Campus. The AE literacy, Pre-HiSET and HiSET Adult Education courses are held at LARE Institute, the College's program partner in Chelsea, the Boston Chinatown Neighborhood Center (BCNC), and Educational Development Group satellite locations around Boston.

Transitions to College Program

The Department of Education funded Transitions to College Program at BHCC, which enables students currently or previously enrolled in an adult education program to enroll in college-level courses by learning the essential skills needed to be a successful student. Students develop an education and career plan while enrolling into a program of study. The program is a year long and classes are offered at no cost to students (tuition, fees, and books are paid for).

Classes taken the first semester:

Fall semester courses (up to 9 credits):

- LCS-101DD-TC "Your Guide to Purpose and Success" (3 college credits)
- CIT-110-TC "Computer Applications and Concepts" (3 college credits)
- SOC-101-TC Principles of Sociology (3 credits – optional the first semester)

Spring semester courses (up to 9 credits):

- REL-101-TC World Religions (3 credits)

- GOV-101-TC Government and Politics in the US (3 credits)
- Student selected course in their program of study (3 credits)

Summer semester optional courses:

- Any developmental course if needed (up to 12 credits)

Register now!

bhcc.edu/adulted

bhcc.edu/adulted/transitions

TEST PREPARATION

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

TFL-101e **\$419**

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

F01 T/Th 6-8:30 p.m.
Oct. 27 – December 15, 2020

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

GED-104Ae **\$245**

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.

FT1 T/Th 2.30-5 p.m.
Sept. 22 – Nov. 19, 2020

FS1 S 9-1 p.m.
Oct. 10 – December 19, 2020

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

BSN-124e **\$1,365**

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 will 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.

FT1 T 6-9:15 p.m.
Sept. 8 – December 1, 2020

FS1 S 9 a.m.-3 p.m.
Sept. 26 – December 12, 2020

SHRM Essentials of HR Management BSN-124Ae

\$719

The SHRM Essentials of HR Management is an introductory course offering a comprehensive overview of human resource roles and responsibilities. It gives participants critical knowledge to help reduce potentially costly lawsuits and improves their ability to handle challenging HR issues. This course is ideal for those who are just starting out in the human resources profession, or those who are looking for an effective way to boost their employee management skills. The course addresses six key human resource management subjects in a user-friendly format designed to give an effective learning experience: Human Resource Management, Employment Law, Recruitment and Selection, Compensation and Benefits, Employee Development, and Performance Management. As part of the tuition, each participant receives a reference book during the first class. Additionally, participants receive access to online tools to support their studies. Course Length: 5 Weeks with each session being three hours in duration.

The 15 hour SHRM Essentials of HR Management is an introductory course offering a comprehensive overview of human resources role and responsibilities. Newly updated in 2010, it gives participants critical knowledge to help reduce potentially costly lawsuits and improves their ability to handle challenging HR issues.

FH1 Th 6-9 p.m.
Oct. 8 – Nov. 5, 2020

WORKFORCE HIGHLIGHT: Prepare to Pass the PMP® Exam with Bunker Hill Community College The Learning System for PMP Exam Preparation

BSN-126e **\$839**

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. You must determine if you meet eligibility requirements before enrolling in the PMP prep course. Please visit bhcc.edu/corporatetraining/pmpexampreparation

FS1 Sa 9 a.m.-1 p.m.
Sept. 12– Nov. 7, 2020

WORKFORCE HIGHLIGHT

Phlebotomy Technician Certification Program

NON-855e \$2,059
 (textbooks included)
 90 hours plus 40 clinical externship hours

Phlebotomists are employed throughout the healthcare system—and the demand for phlebotomy technicians is higher than ever! This program prepares you to collect blood and other specimens from clients for laboratory analysis. The course covers process and procedures; safety protocols, quality assurance and precautions; venipuncture skills; terminology; and related anatomy and physiology. The program also includes a clinical externship opportunity to learn the profession in the field. After completing the program, you'll be able to pursue the National Health Career Association (AHA) Phlebotomy Technician (CPT) Exam.

FN01 T/Th 6-9 p.m.
 Sept. 15 – December 15, 2020

EKG Technician Program

NON-856e \$1,235.00
 (textbooks included) 50 hours

Electrocardiograph (EKG) certification program course covers anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography, and stress

testing. You will also gain practice with EKG equipment through hands-on labs. After the successful completion of this program, students will be prepared to sit for the American Society of Phlebotomy Technicians (ASPT) Certified Electrocardiograph (EKG) Technician (CET) exam.

FN01 M/W 6-9.30 p.m.
 June 15 – Aug. 3, 2020

bhcc.edu/medtech/

Dental Assisting Technician Program with Clinical Externship

NON-900e \$1,445
 (textbook included)
 60 hours plus 40 hours clinical externship

Begin a rewarding in-demand career with the BHCC Dental Assisting Program that familiarizes students with all areas of pre-clinical dental assisting and provides training in the professional skills required to function as an assistant in the dental practice. Topics include the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; and policies and guidelines. Tuition - \$1,445 Total Hours – 60 classrooms + 40 clinical externship

FN01 M/W 6-9 p.m.
 Sept. 21 – Nov. 23, 2020

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

TRG-101e \$155
 (+book price estimated \$530)

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),

F01 F 5-8 p.m.
 Sept. 11 – Oct. 16, 2020

FS1 M 6-9 p.m.
 Nov. 1 – December 7, 2020
 (six sessions at 3 Hours each. Total Hours: 18)

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

TSG-101e \$155

This course focuses on the math and science content of the Assessment Testing Institute® (ATI) TEAS® exam. Content. (Book cost is separate and can be purchased at the college bookstore, E- Building, 4th Floor). (Six sessions at 3 hours each. Total Hours: 18)

F01 T 6-9 p.m.
 Sept. 8 – Oct. 13, 2020
 (six sessions at 3 hours each. Total Hours: 18)

FS1 T 6-9 p.m.
 Oct. 20 – Nov. 24, 2020
 (six sessions at 3 hours each. Total Hours: 18)

ARTS COMPUTERS AND CAREERS

OSHA Outreach Training Program for the Construction Industry

NON-070e \$205

The OSHA 10-hour Outreach Training Program provides workers with basic and more advanced training about common safety and health hazards on the job. Students receive an OSHA 10-hour course completion card at the end of the training. The course will take place at Staples Spotlight (Assembly Row 165 Middlesex Ave, Somerville, MA 02145). Free parking is available in front of Staples Spotlight.

FN02 T/W/Th 10 a.m.-1.30 p.m.
Staples Spotlight in Assembly Row
Oct. 20 – 22, 2020

FN01 T/W/Th 10 a.m.-1.30 p.m.
Staples Spotlight in Assembly Row
Dec. 1 – 3, 2020

Pre-License Real Estate Sales WCE-473e \$365

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.

FM1 M/W 6-9 p.m.
Oct. 19 – December 9, 2020

Certified Personal Trainer Course NON864e \$1,299

Register online for this course by visiting:
tinyurl.com/bhccmass

Become a nationally Certified Personal Trainer! This challenging course is for candidates wanting LIVE instruction with 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, 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. The first half of the class is spent in the classroom, while the second half of the class continues in the Fitness Center, also located in the G- building.

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 three undergraduate academic credits for this course.

Textbook cost is separate: Howley, Edward T. and Thompson, Dixie L. 2017. *Fitness Professional's Handbook*. 7th Edition with web resources (ISBN-13: 9781492523376). Publisher: Human Kinetics, Champaign, IL. Cost is \$104.95 + \$9.95 shipping, for a total cost of \$114.90 and must be purchased by the student. Students may buy the book at W.I.T.S. at 1-888-330-9487 or www.witseducation.com or may purchase at Amazon.com

FN01 Su 9 a.m.-4 p.m.
Sept. 20 – Nov., 2020

Advanced Microsoft Excel CPT-204Be \$119

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)

FH1 Th 6-9 p.m.
Nov. 5 – December 17, 2020



BARTENDING CLASSES

Workforce Highlight: In partnership with DrinkMaster Bartending School, Bunker Hill Community College (BHCC) now offers unique and exciting classes in "Hands-on Bartending", "Craft Cocktails", and "TIPS Alcohol Liability Certification". Learn the skills to become a successful bartender in an authentic environment, on both sides of the bar!

All class sessions will be conducted in a simulated bar environment at DrinkMaster Bartending School, located at 45 Bromfield Street in Boston, near Park St and Downtown Crossing T-station. If you ever miss a class you are always entitled to make it up.

Hands-on Bartending WCE-301e \$289

(+ Bartending manual:
\$10—students will buy on the first day of class)

Designed for anyone interested in getting a bartending job. No prior experience necessary. Students get hands-on training by industry experts in an authentic, simulated bar set-up environment. Hands-on training behind an authentic bar provides students with a solid foundation of practical knowledge and skills required to start working in the industry. This course is also popular for hospitality majors and industry managers who become more effective at hiring and managing in any establishment serving alcohol.

With your fellow learners, you will mix drinks on your first day! Topics include BAR Orientation, Tools of the Trade, Accuracy Pouring, Cocktail Preparation, Multi Liquor Drinks, Art of Shaking, Mixing Techniques, Craft Cocktail techniques, Loss prevention, Quality Control, Beer and Wine Knowledge, and Unlimited Job Coaching

Careers in Culinary and Hospitality

Workshops. NO PRIOR EXPERIENCE NECESSARY. 18 is the age required to take our bartending program and the age required by most states to bartend.

F01	M/T/W/Th/F	10 a.m.-2 p.m.	Sept. 21 – 25, 2020
F02	M/T/W/Th/F	6-10 p.m.	Oct. 5 – 9, 2020
F03	M/T/W/Th/F	10 a.m.-2 p.m.	Oct. 19 – 23, 2020
F04	M/T/W/Th/F	6-10 p.m.	Nov. 9 – 13, 2020
F05	M/T/W/Th/F	10 a.m.-2 p.m.	Dec. 7 – 11, 2020

TiPS Alcohol Liability Certification

WCE-302E

\$80

(+TiPS manual:
\$17–students will buy on the first day of class)

If you are a bartender, barback, server, or bar manager in the state of Massachusetts, this program is for you. The TiPS Alcohol Certification Course is mandated for servers and sellers of alcohol by most employers, cities, and insurance carriers in the state of Massachusetts. TiPS Alcohol Training Course is approved in All 50 States. This course will help reduce liability risk exposure.

The one-day training program is designed to prevent intoxication, underage drinking, and drunk driving. TiPS teaches strategies that ensure responsible alcohol service and consumption. Topics include legal, alcohol, and intervention information and how to apply them to real-life scenarios through practical application exercises. At the end of this session, you'll take the TiPS certification exam and, upon passing, receive your certification card in the mail. TiPS Certification must be renewed every 3 years.

F01	T	2-5:30 p.m.	Sept. 15, 2020
F02	Sa	3-6:30 p.m.	Sept. 26, 2020
F03	T	2-5:30 p.m.	Oct. 13, 2020
F04	Sa	3-6:30 p.m.	Nov. 7, 2020
F05	T	2-5:30 p.m.	Dec. 2, 2020

COMBO Package

(TiPS + Hands-on Bartending Class)

WCE-303e

\$345

(+ manuals \$27–students will buy on the first day of class)

F01	T	2-5:30 p.m.	Sept. 15, 2020
	M/T/W/Th/F	10 a.m.-2 p.m.	Sept. 21 – 25, 2020
F02	Sa	3-6:30p.m.	Sept. 26, 2020
	M/T/W/Th/F	6-10 p.m.	Oct. 5 – 9, 2020
F03	T	2-5:30 p.m.	Oct. 13, 2020
	M/T/W/Th/F	10 a.m.-2 p.m.	Oct. 19 – 23, 2020
F04	Sa	3-6:30 p.m.	Nov. 7, 2020
	M/T/W/Th/F	6-10 p.m.	Nov. 9 – 13, 2020
F05	T	2-5:30 p.m.	Dec. 2, 2020
	M/T/W/Th/F	10 a.m.-2 p.m.	Dec. 7 – 11, 2020

Craft Cocktails & Mixology Class

WCE-304E

\$120

(+ materials fee of \$10 will need to be paid in class)

The Craft Cocktails & Mixology Class is an entertaining, hands-on demonstration and coaching of techniques to prepare flavorful, well-balanced craft cocktails. Includes cocktail tastings and appetizers. You will be behind the bar preparing and tasting your own craft cocktails. The cocktails class is perfect for couples, cocktail enthusiasts, and home bartenders. Must be 21 years and older.

F01	Sa	6-9 p.m.	Sept. 12, 2020
F02	Sa	6-9 p.m.	Oct. 10, 2020
F03	Sa	6-9 p.m.	Oct. 24, 2020
F04	Sa	6-9 p.m.	Nov. 14, 2020
F05	Sa	6-9 p.m.	Dec. 12, 2020

CULINARY ARTS

ServSafe Certification

Increase your job prospects in the food industry by earning your ServSafe Manager Certification. After taking the course, you will be prepared to take the ServSafe test, required to all food industry managers by the State of Massachusetts.

ServSafe One-day Manager Training

SLF-101e

\$165

Are you or will you be the person-in-charge of food safety at your food operation? Then you are required to become ServSafe Manager Certified. ServSafe is the most highly regarded certificate in the food service industry. The State passed the Massachusetts Food Establishment Regulation in 2001. Earning your ServSafe Food Manager Certification protects public health. Separate book purchase required from www.servsafe.com website. Make sure the class you are considering from BHCC is over seven days away so that there is enough time to receive your book after placing your online book order. You must bring your book to the class as it contains the answer sheet that you will need for your paper-based exam. Visit servsafe.com/access/SS/Catalog/ProductDetail/ESX7. Click Add to Cart and then click Create New Profile. The title of the books is, ServSafe Manager Book 7th edition With Exam Answer Sheet. Cost of book: \$70.30. You may also call ServSafe customer support line to get help in ordering the book at 800-765-2122. The course will take place at Staples Spotlight (Assembly Row 165 Middlesex Ave, Somerville, MA 02145). Free parking available in front of Staples Spotlight.

S1	W	10 a.m-4 p.m.	June 24, 2020
S2	Sa	10 a.m.-4 p.m.	July 18, 2020

THE LANGUAGE INSTITUTE
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 boardroom 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.

Basic Speak/Listen and Read/Write
BLL-001e **\$389**

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

- FM1 M/W 6-7:50 p.m.
- FS1 Sa 8:15-11:55 a.m.
- FS2 Sa 12-3:40 p.m.
 Sept. 14 – Dec. 20, 2020

Speak/Listen and Read/Write Level I
BSL-001e **\$389**

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

- F01 T/Th 8-9:50 a.m.
- F02 F 8-1:55 a.m.
- F03 M/W 11 a.m.-12:50 p.m.
- FH1 Th 6-9:40 p.m.
- FM1 M/W 6-7:50 p.m.
- FS1 Sa 8:15-11:55 a.m.
 Sept.14 – Dec. 20, 2020

Speak/Listen and Read/Write Level II
BSL-002e **\$389**

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.

- F01 M/W 8-9:50 a.m.
- F02 M/W 10-11.50 a.m.
- F03 T/Th 11 a.m.-12:50 p.m.
- F04 F 8-11.40 a.m.

- FH1 Th 6-9:45 p.m.
- FS1 Sa 12-3:40 p.m.
- FS2 Sa 8:15-11:55 a.m.
- FT1 T 6-9:40 p.m.
 Sept. 14 – Dec. 20, 2020



Speak/Listen and Read/Write Level III
BSL-003e **\$389**

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.

- F02 T/Th 8-9:50 a.m.
- F03 F 12-3.40 p.m.
- F05 M/W 11 a.m.-12:50 p.m.
- FM1 M/W 6-7:50 p.m.
- FS1 Sa 8:15-11:55 a.m.
- FS2 Sa 12-3:40 p.m.
- FSU Su 12-3:40 p.m.
- FT1 T/Th 6-7:50 p.m.
- FT2 T 6-9:40 p.m.
 Sept. 14 – Dec. 20, 2020

Speak/Listen and Read/Write Level IV
BSL-004e **\$389**

(Not required for entrance into Academic ESL)

In BSL-004, students will continue developing the primary skills they learned in BSL-001 through BSL-003. We will 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.

- F02 T/Th 8-9:50 a.m.
- FS1 Sa 12-3:40 p.m.
 Sept. 14 – Dec. 20, 2020

THE LANGUAGE INSTITUTE INTENSIVE ENGLISH CLASSES

Quickly improve your English skills with Intensive English classes to support your career or to enter college. In these classes, you will practice your reading, writing, speaking, and listening skills. There will also be instruction on grammar, pronunciation, and American culture.

Schedule for Fall 2020

Intensive English courses are 20 hours per week for seven weeks. Weekday classes are held Tuesday – Friday, 9 a.m.–2 p.m. There are four levels offered every seven-week term, from Beginner (001) to High Intermediate (004). Before registering, you must take a placement test to determine which level is best for you. If you are interested in Intensive English classes, you should call 617-228-2009 or 617-228-2462 to schedule your placement test.

The cost of a seven-week class is \$1,115. You have the option to pay the entire cost before the start of classes at the time of registration, or you can pay in two or three smaller parts throughout the semester, if needed. Total hours 140 hrs for 7 weeks of program.

Term 1 Sept. 8 – Oct. 23, 2020

Term 2 Oct. 27 – December 18, 2020

English Study for Au Pairs - Intermediate EMC-003E \$639

The goal of this intermediate level course is to introduce learners to a variety of real-world vocabulary and text in various print and audio media; to help them recognize explicit and implicit meaning and humor; and to train them to generate clear, accurate, well-structured speech and writing on everyday subjects suitable for an increasingly broader range of audiences and purposes.

FW1 Sa/Su 9 a.m.-3 p.m.
Sept. 5 – Oct. 18, 2020

FW2 Sa/Su 9 a.m.-3 p.m.
Oct. 24 – December 13, 2020

English Study for Au Pairs - High Intermediate EMC-004E \$639

In this high intermediate course, students, continuing as independent users of English, will be able to understand the main ideas of complex text on both concrete and abstract topics. They will be able to interact with a level of fluency that makes regular interaction with native speakers possible. Learners will also be able to produce clear, detailed text on a range of subjects.

FW1 Sa/Su 9 a.m.-3 p.m.
Sept. 5 – Oct. 18, 2020

FW2 Sa/Su 9 a.m.-3 p.m.
Oct. 24 – Dec. 13, 2020

(Note: Weekend Au Pair classes are also available to non-Au Pairs who wish to study English.)



Spanish

With over 41 million Spanish speakers in the US, Spanish is rapidly becoming a business necessity. Improve your career prospects, strengthen your CV and enhance your business skills by learning Spanish.

The Language Institute at BHCC Division of Workforce and Economic Development is offering Beginning Spanish classes, designed for people with little or no background in the Spanish language, with a convenient weekend schedule.

Beginning Spanish I LNG-400e \$135

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.

FS1 Sa 12-3 p.m.
Sept. 26 – Oct. 31, 2020

Beginning Spanish II LNG-400AE \$135

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

FT1 Sa 12-3 p.m.
Nov. 14 – December 19, 2020



GOOGLE IT SUPPORT PROFESSIONAL CERTIFICATE

The Google IT Support Professional Certificate prepares you for an entry-level job in IT support in under six months. No experience is necessary.

Stay tuned for more information on the online GOOGLE IT Certificate. This 5-course certificate, developed by Google, includes innovative

curriculum designed to prepare you for an entry-level role in IT support.

A job in IT can mean in-person or remote help desk work in a small business or at a global company like Google. The program is part of Grow with Google, a Google initiative to help create economic opportunities for all Americans. Upon completion, students will be able to apply for entry level IT positions. Top Employers such as Cognizant, GE Digital, Hulu, Info says, Intel and Sprint are interested in applicants with this credential.

The course is asynchronous, allowing for a flexible schedule. Students can complete it in 2.5 months with 20 hours per week of work or up to eight months, with six hours a week. BHCC students will have a faculty advisor for up to two hours of scheduled time per week and all the support services BHCC has to offer. The certificate may lead to college credit through Prior Learning Assessment.

Classes start on August 31, 2020. Stay tuned for more info!

Cost is \$1,899. If you are unemployed, you may be eligible for free tuition and TOPS through MASSHIRE approved programs eligible after July 1, 2020.

Please follow this link to see Bunker Hill Approved Training programs.
<https://jobquest.dcs.eol.mass.gov/jobquest/Training.aspx>

WORKFORCE DEVELOPMENT HIGHLIGHT

We Need You!

The Greater Boston Community Needs You!

Talented Instructors from Business, Industry and the Workforce

BHCC is a dynamic educational institution interested in finding the best and the brightest, to share your experience as a non-credit instructor, corporate trainer or adjunct instructor. Join our team and meet great students from the heart of the Greater Boston community who need your expertise and commitment to public education. New workforce training programs in Marine Tech and Sewer and Water Infrastructure—need qualified instructors now!

To learn more contact

Kristen McKenna, Dean of Workforce and Economic Development,
at kpmckenn@bhcc.edu or at 617-228-2416

bhcc.edu/corporatetraining/workforus

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.

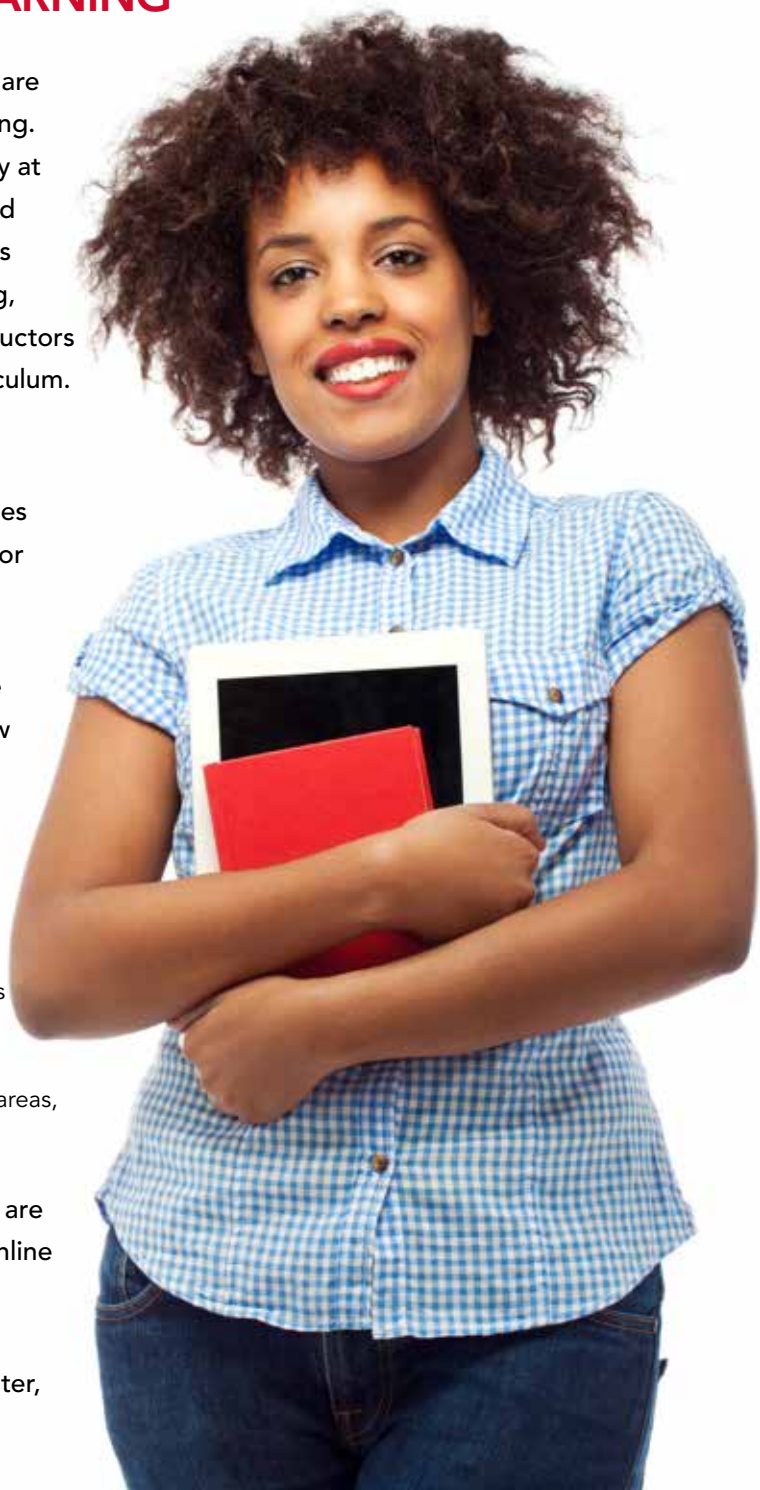
Choose from our growing catalog of instructor-led, non-credit courses designed to teach you a new skill or refresh one.

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



Online Courses in Six Weeks

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

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.

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

Gain a greater appreciation and understanding of the marvelous complexity of the human body.

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.

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 Specialist 2019 (MOS) Certification Training \$2,495

(Voucher included) \$2,495
This course prepares you for the Microsoft Office Specialist (MOS) 2019 certification exams for Word, Excel, PowerPoint, Access, and Outlook. By course completion, you will be fully prepared for the MOS certification exams.

AutoCAD 2018 with AutoCAD 3D (Voucher included) \$3,295

You will learn basic and advanced 2D and 3D functionalities for AutoCAD 2018. You will also acquire all

the necessary tools to prepare for the Autodesk AutoCAD 2018 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 Training (Vouchers Included) \$3,295

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.

Online Professional Development Bundles

Mobile and Desktop Web Developer \$2,995

Students who successfully complete this career course will have a solid background in all the latest technologies associated with web development for both desktop and mobile environments. At the end of the program, students will be able to build traditional and mobile websites.

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.

Online Professional Development Bundles

To register, go to: ed2go.com/bunkerhill

QuickBooks 2019 Series \$199

Master the fundamentals and more advanced functions of QuickBooks 2019. Create statements, use batch invoicing and manage journal entries.

Microsoft Excel 2019/ Office 365 Series \$324

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

Microsoft Office 2019/365 Value Suite \$324

Learn to use the basic features of Microsoft Word 2019, Microsoft Excel 2019 and Microsoft PowerPoint 2019, the three fundamental software programs used most in educational and professional settings.

SQL Series \$199

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 \$199

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.

Educator's Fundamentals Series \$299

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.

Parking Permits

Student parking is available in lots 1 and 2 on the Charlestown Campus, seven (7) days per week, from 6 a.m.–11 p.m. These lots are owned by the 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 Fall 2020 Semester.

Daily Rate \$10 – Park Mobile App (Zone # 5850, Zone Bunker Hill Community College)

or call 877-727-5717 to make the payment/semester rate for Fall 2020 is \$ 60.

Rates are subject to change.

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 permits or how to purchase a pass please visit bhcc.edu/parking

For any questions or concerns, call ABM at 617-482-2487 or see the parking lot attendant.

Cancellation and 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 refund, minus a 3% service fee. No refunds will be given after that time. The college may cancel a class due to low enrollment. Students will be notified 24 – 48 hours in advance and get full refund. If a student has paid by credit card, refunds will automatically be credited to the same credit card. Due to COVID-19, adjustments to the refund policy may be made on a case-by-case basis. Please contact the division at Commed@bhcc.edu for more information.

Student Benefits

Students who register for non-credit courses through our Elevate registration platform are considered Bunker Hill Community College students. As such, you have access to all services available to you at the college. These include, but not limited to:

- WiFi Access
- Library
- Academic Computer Lab
- Fitness Center
- Student Clubs
- Language Lab

Accessing College WiFi

To access WiFi on campus, you will need to first enroll in password management. Go to spr.bhcc.edu and click “Enroll in Password Reset Tool”. Your temporary password is the last six digits of your BHCC student ID number. Your user name is the first half of your BHCC email, minus the tail, °@bhcc.edu. As a student, you will not be able to access campus WiFi using the BHCC-Visitor. To obtain your username and temporary password, you may contact the Student Technical Support line at 617-228-3441. Once you have completed the password set up, you will be able to access the school’s WiFi using your username and password.

Get Your BHCC Student ID Card

You may obtain your BHCC Photo ID card at the BHCC ID station at Student Central in the B-Building lobby (Room B201B – ID Station Hours M–Th 8:30 a.m.-5 p.m., Fr 11 a.m.-3:30 p.m.) and bring the following:

- A printout of your registration or class schedule
- A photo ID. Forms of ID that are acceptable are:
 - University, College or School ID cards from other educational institutions
 - Government-issued ID
 - Company-issued ID
 - Native Tribal ID
 - Temporary state ID
 - Driver’s permit

Student Central contacts: Charlestown Campus, Second Floor, B-Building Lobby,
Email: StudentCentral@bhcc.edu,
Phone: 617-228-2370.

Emergency Policy

The college may cancel classes due to emergency situations. All students should sign up to BHCC Emergency Alerts to obtain info about class cancellations and any other news.

bhcc.edu/alertsignup



imagine the possibilities

Workforce 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.edu

bhcc.edu/workforce

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

Charlestown | Chelsea | Chinatown | East Boston | Everett | Malden | Quincy | South End | Online

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.