SPRING 2016

- Basic ESL
- English for Everyday Living
- English Immersion

Community Education

- Community Education
- Corporate Learning and Development
- Entrepreneurship
- Study Tours

Division of Workforce Development

Bunker Hill Community College

imagine the possibilities
Welcome to BHCC—

It is my great pleasure to welcome you to the Division of Workforce Development at Bunker Hill Community College. In addition to our Community Education offerings listed in this catalog, we offer an array of customized corporate trainings onsite at local businesses to help keep the Massachusetts workforce cutting-edge. In this spring 2016 catalog we have numerous offerings that aim to close workforce skills gaps, empower personal advancement, promote academic success and foster wellness, growth and lifelong learning.

We offer courses and workshops in:
- English language learning (in traditional and accelerated formats)
- Test preparation, including the GED/HiSet, TOEFL and Society for Human Resource Management (SHRM) prep course for SHRM-CP and SCP
- IT/computers (in English, Spanish and Portuguese)
- Early childhood development—through The Early Childhood Development Institute (ECI)
- Social media
- Entrepreneurship
- Video game design
- Health and medical skills

We are excited to introduce brand new courses and workshops in:
- English Immersion (20 hours per week of English language instruction)
- Beginning Portuguese I & II (instruction in Brazilian Portuguese for non-Portuguese speakers)
- Marketing Automation (designing and implementing effective marketing automation funnels)
- English for Everyday Living (3 hours per week of English instruction to get a better job, perform simple activities and communicate confidently)
- Understanding Parenting in America for Au Pairs

Online offerings such as the PMP Exam Prep Course, Creating Web Pages, Accounting Fundamentals, Certificate in Nonprofit Management and many more can also be found on the Community Education website: bhcc.edu/ce.

Call 617-228-2462 and speak to Sonia Sharma, who will answer your questions or help you register. Contact us by email at commed@bhcc.mass.edu and let us know how we are doing! We invite you to follow us on Facebook and Twitter for information on upcoming programs, new classes and events.

Have a wonderful semester,

Darrell LeMar, M.S.
Executive Director of Workforce Development
Community Education

The Office of Community Education at Bunker Hill Community College (BHCC) provides a wide range of lifelong learning and enrichment opportunities for our community by offering classes and programs that are designed with you in mind. Our classes are conveniently scheduled, low-cost and taught by talented professionals.

Regardless of your age or educational goals, we offer a class that will keep you current with today’s trends and technologies, help you get ahead in your life and your career, or allow you to simply enjoy yourself.

To enroll in these non-credit courses, there is no state residency requirement, nor is financial aid available. Please note that payment is due in full at registration. If there is a class you would like to take or teach that is not featured, please contact us. For an up-to-date listing of Community Education classes, times, dates, descriptions and to register for a class, visit us online at bhcc.edu/ce or see the inside back cover of this publication.

The Office of Community Education is located in H-Building. Shuttle buses are available from B-Building (250 New Rutherford Ave.) on the Charlestown Campus to H-Building, as well as to the Chelsea Campus.

Telephone: 617-228-2462
Fax: 617-228-2080
Website: bhcc.edu/ce
Email: commed@bhcc.mass.edu
Office Hours: Monday-Friday, 8:30 a.m.-4 p.m.

PARKING PERMITS

Students enrolled in short-term (5 weeks or less) non-credit courses are not required to purchase a parking permit. However, they must request a temporary parking permit. Individuals registering by mail, phone or fax should request it prior to the first class meeting by emailing the Office of Community Education at commed@bhcc.mass.edu. Vehicles parked in BHCC parking areas without a current, valid parking permit will be ticketed and/or towed. No warning notices are given.

REFUND POLICY

Students may cancel enrollment in a Community Education course within two (2) working days prior to the first class meeting and receive a full refund. No refunds will be given after that time.

All Bunker Hill Community College students are now eligible for a BHCC OneCard from Higher One. The cards serve as official BHCC Student ID Cards. The BHCC OneCard is the only means of obtaining refunds for students not paying by credit card.

Step-by-Step Instructions to Register and Pay Online

1. Go to bhcc.edu/ce.
2. Click on the “Register Now” button.
3. Click on “Register and Pay” underneath “Registration.”
4. Search for a course in the “Search For” field or type in the “Course Code Number” field if you have it readily available. If entering the course code number, you must add a dash between the course code and number: e.g., CPT-315.
5. Click the “Submit” button.
6. Add a checkmark “√” next to the course you are registering for and then click “Submit.”
7. Fill out the personal identification page (only * fields). Check box to certify and then click “Submit.”
8. Additional Registration Info Page > Select your “Educational Goal,” “Reason For Taking” and “How You Learned of This Class” from the drop-down menus.
9. On the “Pay for Classes” Page > Select “Register Now (check out)” and then select “Payment Type.”
10. On the “Processing My Credit Card Payment” page, click “CONTINUE.”
11. The page will be directed to PayPal. Once you’ve entered your credit card number, expiration date and CSC, click “Pay Now.”

Students who wish to obtain a BHCC OneCard for refunds or for identification purposes have their photograph taken in the Library. For further assistance with OneCard on the Bunker Hill Community College campus, please call the Library at 617-228-2213.

In order to receive a refund, students must first activate their BHCC OneCard from Higher One (bhcconecard.com). For assistance, please call 877-479-1731.

If a student has paid by credit card, the Student Payment Office will automatically credit the enrollee’s account.
BASIC ESL or ENGLISH FOR EVERYDAY LIVING? Which should I take?

Basic ESL is for students who wish to advance to Academic ESL. Academic ESL prepares English learners for college classes, leading to certificate or degree programs. If your goal is to earn a certificate or degree at Bunker Hill Community College in the near future, the Basic ESL program is for you. Each level is 60 hours. Each course costs $375.

English for Everyday Living is for students who wish to improve their English skills for social and work-related purposes. Students taking this option will learn English to help in their current job, improve their chances of getting a job that requires a higher level of English skills, and perform day-to-day activities with greater ease due to improved English skills. Each level is 45 hours. Each course costs $229.

BASIC ENGLISH AS A SECOND LANGUAGE

To register for any non-credit Basic English as a Second Language course, students must first take a placement test in the Assessment Center, Room B118. Classes begin January 25, 2016 and end May 20, 2016.

Basic Speak/Listen and Read/Write

BSL-001 $375

This basic literacy course is for non-native speakers of English who want to improve their conversation, pronunciation, reading and writing skills. Students will practice their conversation skills by speaking about interesting topics and improve their pronunciation skills with pronunciation exercises. They will also learn basic writing and reading skills that will include letter and word recognition, spelling and reading comprehension. Students will also learn basic grammar. Total hours: 60.

M1 M, W 6–7:50 p.m. H147
S1 Sa 8–11:40 a.m. H147
S2 Sa 12–3:40 p.m. H147

Speak/Listen and Read/Write Level I

BSL-001 $375

The emphasis in Basic ESL classes is on preparing students for academic ESL. This Level 1 class provides the foundation for the four primary skills of reading, writing, speaking and listening. Related skills such as vocabulary, spelling, pronunciation, meaning and usage will also be covered. This integrated-skills approach to learning English helps students to interact naturally in the language. Students will read short articles, discuss them in groups, answer comprehension questions and write about the articles. Students will also practice listening skills as they listen to audiotapes and watch videos on various topics such as employment, family, culture and everyday life. Basic grammar is taught through lessons, exercises, reading and writing. Total hours: 60.

01 Tu, Th 8–9:50 a.m. H168
02 F 8–11:40 a.m. H120
03 W 11–12:40 p.m. H125
H1 Th 6–9:40 p.m. H120
M1 M, W 6–7:50 p.m. H149
S1 Sa 8–11:40 a.m. H120
T1 Tu 6–9:40 p.m. H120
90 M 5:30–9:30 p.m. Room 203

Speak/Listen and Read/Write Level II

BSL-002 $375

The emphasis in Basic ESL classes is on preparing students for academic ESL. This Level 2 class develops reading, writing, speaking and listening skills. Related skills such as vocabulary, spelling, pronunciation, meaning and usage will also be covered. This integrated-skills approach to learning English helps students to interact naturally in the language. Students will read longer articles, discuss them in groups, answer comprehension questions and write paragraphs and short essays about the articles. They will also practice listening skills as they listen to audiotapes and watch videos on various topics such as employment, education, family, health, culture, everyday life and more. Students further develop their knowledge and grammar skills through lessons, exercises, reading and writing. Total hours: 60.

01 M, W 8–9:50 a.m. H147
02 M, W 11–12:50 p.m. H170
03 Tu, Th 11–12:50 p.m. H125
04 F 8–11:40 a.m. H167
05 F 12–3:40 p.m. H168
H1 Th 6–9:45 p.m. H152
M1 M, W 6–7:50 p.m. H152
S2 Sa 12–3:40 p.m. H120
S1 Sa 8–11:40 a.m. H148
SU Su 8–11:40 a.m. B104
T1 Tu 6–9:40 p.m. H155

Community Education

Basic ESL
The Community Center for Entrepreneurship at BHCC

The Community Center for Entrepreneurship at Bunker Hill Community College is a one-stop shop for starting a new business or growing or sustaining an existing business.

Our mission is to promote the understanding and growth of entrepreneurial opportunities for our students, alumni, faculty and individuals from the surrounding communities. Our vision is to become a one-stop resource center for our constituents by building strategic partnerships and collaborations throughout the areas we serve. Our clients represent a wide variety of racial, ethnic and socioeconomic backgrounds. We continuously serve BHCC students, alumni, faculty and individuals from our surrounding communities.

Find us on Facebook: facebook.com/wdBHCC
Twitter: @WFD_BHCC

Contact:
Tina Andrews
617-228-2170
tmandrew@bhcc.mass.edu

The emphasis in Basic ESL classes is on preparing students for academic ESL. This Level 3 class, the last level before Academic ESL, continues to develop the four primary skills of reading, writing, speaking and listening. Related skills such as vocabulary, spelling, pronunciation, meaning and usage will also be covered. This integrated-skills approach to learning English helps students to interact naturally in the language. Students will read articles of considerable length, discuss them in groups, answer comprehension questions and write paragraphs and longer essays about the articles. Students will also make short presentations to the class. Articles will be related to the theme of education in the U.S., and BHCC in particular. Students will further develop their English language proficiency in grammar and vocabulary through reading, writing, and discussion in the context of the theme. Total hours: 60

Speak/Listen and Read/Write Level III

BSL-003 $375

T2 Tu, Th 6–7:50 p.m. Room 206
70 Sa 8:30–12:30p.m. Chelsea Campus

Speak/Listen and Read/Write (SSL) Level I

SSL-101 $229

To register, students must first take a placement test in the Assessment Center, Room B118.
Classes begin January 25, 2016 and end May 20, 2016.

Speak/Listen and Read/Write (SSL) Level II

SSL-102 $229

This course addresses the needs of language learners who want to learn English to improve their quality of life in social and work environments. The course builds on SSL-101 life skills and expands language proficiency. All language skills are integrated in the instruction. Students practice reading, writing, listening and speaking as well as grammar. Upon successful completion of Level 2, the student will be able to: read and write simple paragraphs; make requests; talk...
about family and community topics; exchange personal information; fill out an employment application and understand basic workplace procedures.

01 Tu, Th 8:30–9:45 a.m.    H125
S1 Sa 11:30 a.m.–2:15pm    H170
70 Sa 9 a.m.–12 p.m. Room B08 Chelsea Campus

Speak/Listen and Read/Write (SSL) Level III
SSL-103 $229

Students will practice English by listening, speaking, reading and writing. Careful attention will be placed on learning to speak to supervisors; communicating with children's teachers; completing a medical form; completing a job application; writing a letter of complaint; and reading announcements about community events. Additional functions will be included according to students’ needs and requests. Upon successful completion of Level 3, the student will be able to: read stories and short articles; write a well-structured paragraph; understand conversations and ask appropriate questions; understand a phone conversation; understand some workplace customs and vocabulary.

01 F 11:30 a.m.–2:15 p.m. H156
02 M, W 8:30 a.m.–9:45 a.m. H148

NEW ENGLISH IMMERSION CLASSES

Do you need to improve your English skills quickly? Then English Immersion is for you!

Classes are held 20 hours per week—Tuesday through Friday, for five hours per day. You can select as few or as many weeks of English language study as you need, or as your schedule permits, up to a maximum of six weeks. If you want to progress to higher levels, you must sign up for the full six-week course.

Classes start at 8:30 a.m. and end around 3 p.m. Each session is approximately one hour and fifteen minutes. Lunch is 12:45 to 1:45 p.m. You may bring your own lunch or buy lunch near or on campus.

Class time is spent learning and practicing English skills, from listening and speaking to reading, writing and grammar. You will also explore a variety of highly useful and interesting themes. You will study English with others who have similar English abilities. You and your teachers will be speaking, reading and writing in English. For the spring 2016 semester, we are only offering medium beginning and high beginning levels. To enroll, you must first take the one-hour objective placement test in the Language Lab in H169 to determine your English language level and placement. During the one-hour test, you will be tested on: Listening (20 items), Reading (20 items), and Language Use (30 items).

Please contact Jack Chan at 617-228-2157 or Sonia Sharma at 617-228-2462 to schedule your test.

If you place into either the medium beginning or high beginning levels, you will be able to register for the course. The cost of the course does not include the textbook. Textbooks can be purchased at the college bookstore located on the 4th floor of the main campus in Charlestown, Massachusetts. Books must be purchased at the college bookstore regardless of the number of weeks for which you sign up.

Medium Beginning English Immersion
EMC-002-01 $199

One week, 16 sessions, 20 hours, Feb. 2–5, 2016
01 Tuesday 8:30–11:15 a.m. H171
11:30 a.m.–12:45 p.m. TBD
Community Education
English Immersion

**High Beginning English Immersion**
**EMC-003-01**
One week, 16 sessions, 20 hours, Mar. 22–25, 2016

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<thead>
<tr>
<th>Day</th>
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<tr>
<td>Tuesday</td>
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<td>11:30 a.m.–12:45 p.m.</td>
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<td>*12:45–1:45 p.m.</td>
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<td>1:45–2:20 p.m.</td>
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<td>2:30–3 p.m.</td>
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* Bring your own lunch and eat in your classroom/free time

**EMC-003-02**
Two weeks, 32 sessions, 40 hours, Mar. 22–Apr. 1, 2016. Same days, times, rooms as EMC-003-01 above.

**EMC-003-03**
Three weeks, 48 sessions, 60 hours, Mar. 22–Apr. 8, 2016. Same days, times, rooms as EMC-003-01 above.

**EMC-003-04**
Four weeks, 64 sessions, 80 hours, Mar. 22–Apr. 15, 2016. Same days, times, rooms as EMC-003-01 above.

**EMC-003-05**
Five weeks, 80 sessions, 100 hours, Mar. 22–Apr. 22, 2016. Same days, times, rooms as EMC-003-01 above.

**EMC-003-06**
Six weeks, 96 sessions, 120 hours, Mar. 22–Apr. 29, 2016. Same days, times, rooms as EMC-003-01 above.

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* Bring your own lunch and eat in your classroom/free time

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**Community Education**

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**EMC-002-02**
Two weeks, 32 sessions, 40 hours, Feb. 2–12, 2016. Same days, times, rooms as EMC-002-01 above.

**EMC-002-03**
Three weeks, 48 sessions, 60 hours, Feb. 2–19, 2016. Same days, times, rooms as EMC-002-01 above.

**EMC-002-04**
Four weeks, 64 sessions, 80 hours, Feb. 2–26, 2016. Same days, times, rooms as EMC-002-01 above.

**EMC-002-05**
Five weeks, 80 sessions, 100 hours, Feb. 2–Mar. 4, 2016. Same days, times, rooms as EMC-002-01 above.

**EMC-002-06**
Six weeks, 96 sessions, 120 hours, Feb. 2–Mar. 11, 2016. Same days, times, rooms as EMC-002-01 above.

**EMC-003-01**
One week, 16 sessions, 20 hours, Mar. 22–25, 2016

**EMC-003-02**
Two weeks, 32 sessions, 40 hours, Mar. 22–Apr. 1, 2016. Same days, times, rooms as EMC-003-01 above.

**EMC-003-03**
Three weeks, 48 sessions, 60 hours, Mar. 22–Apr. 8, 2016. Same days, times, rooms as EMC-003-01 above.

**EMC-003-04**
Four weeks, 64 sessions, 80 hours, Mar. 22–Apr. 15, 2016. Same days, times, rooms as EMC-003-01 above.

**EMC-003-05**
Five weeks, 80 sessions, 100 hours, Mar. 22–Apr. 22, 2016. Same days, times, rooms as EMC-003-01 above.

**EMC-003-06**
Six weeks, 96 sessions, 120 hours, Mar. 22–Apr. 29, 2016. Same days, times, rooms as EMC-003-01 above.
LANGUAGES AND CULTURE

Beginning Spanish I
LNG-400 $129
Designed for students with little or no background in the Spanish language, this course focuses on the acquisition of basic listening, speaking, reading and writing skills within a cultural framework.
T1 Tuesdays 6–9 p.m.
February 16–March 29, 2016  H147

Beginning Spanish II
LNG-400A $129
Continuing LNG-400, Beginning Spanish II furthers the acquisition of basic listening, speaking, reading and writing skills within a cultural framework.
T1 Tuesdays 6–9 p.m.
April 5–May 10, 2016  H147

Beginning Portuguese I
LNG-402 $140
This eight-session course is designed for students with little or no background in the Brazilian Portuguese language. It focuses on the acquisition of the basic listening, speaking, reading and writing skills within a Brazilian cultural framework. It is not intended for native speakers, but for local community employers who want to communicate better with employees, or for those who want to speak Portuguese while visiting Brazil. Total hours: 24
Required book: Living Language Brazilian Portuguese Essential Edition
Author: Dulce Marcello
Living Language is available on amazon.com or barnesandnoble.com. Please bring the book to the first class.
W1 Wednesdays 6–9 p.m.
February 3–March 30, 2016  H147

Beginning Portuguese II
LNG-402A $140
Continuing beginning Portuguese I, Beginning Portuguese II furthers the acquisition of basic listening, speaking, reading and writing skills within a Brazilian cultural framework. The eight-session course introduces the sounds and structures of Brazilian Portuguese with an emphasis on the acquisition of a limited but practical vocabulary. Total hours: 24
Required book: Living Language Brazilian Portuguese Essential Edition
Author: Dulce Marcello
Living Language is available on amazon.com or barnesandnoble.com. Please bring the book to the first class.
W1 Wednesdays 6–9 p.m.
April 6–May 25, 2016  H147

Understanding Parenting in America for Au Pairs
LNG-207 $339
This course is specially designed for au pairs or other childcare professionals who want to understand American parenting practices from a cross-cultural perspective.
This course will examine the cultural values of Americans as they manifest themselves in contemporary parenting styles. We will look at the effect of these parenting styles on child development and the parent-child relationship with a special focus on styles of discipline and how these differ from common practices in other countries.
We will compare and contrast other cultures’ approaches to parenting, with a special focus on those of the students in the class—and how they may differ from the American approach. We will discuss the potential inter-cultural conflicts that arise from parenting with different cultural backgrounds, and strategize solutions.
Course Objectives
• Students will be able to identify the values that shape their own cultural “filter” and approaches to parenting.
• Participants will be able to describe American and other cultures’ parenting styles and their underlying values.
• Students will be able to identify and analyze intercultural and strategize solutions.

Teaching Methodology
• The teaching style is student-centered. There will be short lectures but emphasis will be on small and large group discussions and small group activities such as case study analysis.

Course Requirements–
Before the first class meeting: (5 hours)
Students should keep a journal of cultural reflections
to submit at the first class meeting. The journal should focus on cross-cultural issues that may arise in their work experience. Some of these conflicts will be written up as cases for classroom analysis and strategizing.

Post-course assignment (15 hours)

Students will do a field study focusing on adult-child interactions outside the family environment (i.e., camp, playground, school or even shopping malls and supermarkets). Students will return to the class May 9 and present their findings to the group.

Course Materials

Order the book *Parenting Without Borders* by Christine Gross-Loh, at amazon.com and bring it to the first class meeting. In addition, the professor will provide copies of relevant articles.

Total hours: 45; 25 hours in the classroom, 20 on pre-assignments and a field-based project.

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<tr>
<th>T1 Tuesdays &amp; Thursdays</th>
<th>6–8:30 p.m.</th>
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<td>March 29–May 19, 2016</td>
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**HiSet (formerly GED®) Preparation**

GED-104A $235

To prepare for the Massachusetts Department of Education's High School Equivalency Test, 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. The class meets in H-building.

Total hours: 40

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<th>T1 Tuesdays &amp; Thursdays</th>
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<td>Feb. 2–March 24, 2016</td>
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<tr>
<th>S1 Saturdays</th>
<th>9 a.m.–1 p.m.</th>
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<td>March 5–May 14, 2016</td>
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<th>90 Wednesdays</th>
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<td>Feb. 17–April 27, 2016</td>
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<th>70 Fridays</th>
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<td>Feb. 19–April 29, 2016</td>
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**SHRM Learning System®—SHRM-CP™ and SHRM SCP™ Certification Preparation Course**

BSN-124 $1,200

Offered in partnership with the Society for Human Resource Management (SHRM), the curriculum is designed by global subject matter experts and covers the entire SHRM Body of Competency and Knowledge™ (SHRM BoCK™) which encourages human resource professionals to acquire the competencies and knowledge they’ll need to perform their jobs effectively and remain successful. The course is designed to help students learn and retain the material effectively and efficiently. It combines the best exam preparation system with expert instruction and peer discussion.

As part of the course, participants will receive the new 2015 SHRM Learning System for SHRM-CP/SHRM-SCP. Composed of comprehensive learning modules in print and e-reader formats and advanced online resources, these study materials streamline study time, accelerate learning and build confidence so students can pass the SHRM-CP/SHRM-SCP exam. The course fee includes study materials and books. For more information, visit bhcc.edu/shrm.

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<th>T1 Tuesdays</th>
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<tr>
<th>S1 Saturdays</th>
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<tr>
<td>February 27, March 12, 26, April 9, 23, May 7</td>
<td>J. Fitzgerald</td>
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**TEST PREPARATION**

**TOEFL Preparation**

TFL-101 $235

This course features up-to-date, realistic practice tests and cooperative learning strategies designed to familiarize students with the test format and develop test-taking strategies that improve their scores.

Although the course is open to all, a strong academic English background is recommended for those taking the test in the near future. The course curriculum is based on the TOEFL iBT (Internet-based Test).

Total hours: 40

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Total hours: 40

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<th>S1 Saturdays</th>
<th>9 a.m.–1 p.m.</th>
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<tbody>
<tr>
<td>March 5–May 14, 2016</td>
<td>H125</td>
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<tr>
<th>90 Wednesdays</th>
<th>6–10 p.m.</th>
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<tr>
<td>Feb. 17–April 27, 2016</td>
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<th>70 Fridays</th>
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<tr>
<td>Feb. 19–April 29, 2016</td>
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**SHRM Learning System®—SHRM-CP™ and SHRM SCP™ Certification Preparation Course**

BSN-124 $1,200

Offered in partnership with the Society for Human Resource Management (SHRM), the curriculum is designed by global subject matter experts and covers the entire SHRM Body of Competency and Knowledge™ (SHRM BoCK™) which encourages human resource professionals to acquire the competencies and knowledge they’ll need to perform their jobs effectively and remain successful. The course is designed to help students learn and retain the material effectively and efficiently. It combines the best exam preparation system with expert instruction and peer discussion.

As part of the course, participants will receive the new 2015 SHRM Learning System for SHRM-CP/SHRM-SCP. Composed of comprehensive learning modules in print and e-reader formats and advanced online resources, these study materials streamline study time, accelerate learning and build confidence so students can pass the SHRM-CP/SHRM-SCP exam. The course fee includes study materials and books. For more information, visit bhcc.edu/shrm.

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<tr>
<th>T1 Tuesdays</th>
<th>6–9 p.m.</th>
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<td>February 9–May 3, 2016</td>
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<tr>
<th>S1 Saturdays</th>
<th>9 a.m.–3 p.m.</th>
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<tr>
<td>February 27, March 12, 26, April 9, 23, May 7</td>
<td>J. Fitzgerald</td>
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ARTS, CAREERS, FITNESS AND SAFETY

Digital Media Storytelling
FSR-113A  $175
Stories evoke emotion and build common understanding and shared vision. Do you have interesting stories to tell? Do you enjoy listening to other people tell their stories? Capture these human interest stories for personal enjoyment or to benefit a wider audience using digital media editing and production. In this workshop you will learn development, post-production and delivery techniques that enhances your story. You will be introduced to narrative development and storytelling, and learn editing technology skills.
W1  Wednesdays  6–8:30 p.m.  M. Chan
April 6–May 18, 2016  E169

Bartending
WCE-301  $195
This class will present the basic principles of bar organization and equipment. Students will learn to serve drinks and cocktails properly as well as to prepare frozen drinks and non-alcoholic beverages using state-of-the-art equipment. All class sessions will be conducted in a simulated bar environment. Each student will receive a certificate upon completing the course.
SU  Sundays  1–4 p.m.  K. Hanley
March 27–May 8, 2016  E421

Pre-License Real Estate Sales
WCE-473  $350
This class is geared to the individual seeking to become a real estate salesperson. It prepares participants to take the Massachusetts Real Estate Salesperson’s Examination. Students who successfully complete the class will receive the certification required to sit for the examination. Attendance at every class is required. Total hours: 40
M1  M, W  6–9 p.m.  D. Ceruolo
April 4–May 18, 2016  H170

Beginning Tennis
FSR-508  $99
This class will introduce the beginning tennis player to the fundamentals of the game. It will cover forehand and backhand strokes, stance and serve and effective net techniques. Please bring your own tennis racquet; some spare racquets will also be available. Tennis balls will be provided. Class is limited to 16 students.
SU  Sundays  9:30–11:30 a.m.
Class meets at the tennis courts outside G-Building.
April 17–May 15, 2016

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SU  Sundays  9:30–11:30 a.m.
Class meets at the tennis courts outside G-Building.
April 17–May 15, 2016

Motorcycles: Basic Rider Course
Motorcycle Safety Training  $325
This 15-hour two-day course, which includes five hours of classroom study and 10 hours of riding, is designed to teach the sport of motorcycling. Classroom sessions will cover motorcycle controls, basic riding skills, street strategies and turning and braking techniques. Riding sessions will cover straight-line riding, turning, shifting and stopping as well as crash avoidance maneuvers. A training motorcycle (250cc or less), helmets and course books are included with tuition. Participants must have a motorcycle learner’s permit. Classes are held on weekends from April to September. For more information or to register for the course, contact Mass Motorcycle School at 844-744-RIDE (7433) or visit massmotorcycleschool.com.
Saturday & Sunday  8 a.m.–4 p.m.
April to September 2016  B110

Basic Life Support (BLS) for Healthcare Providers
FSR-108  $67
This one-day course presents the American Heart Association BLS for Healthcare Providers CPR and AED program. Students will learn the skills needed in order to respond to adults, children and infants experiencing cardiac emergencies and choking. Skills include one- and two-person CPR, use of a mask for ventilation and Automated External Defibrillator. Program includes both skill tests and written test; written test requires students to read English at approximately the tenth grade level. Students who need extra time to complete the tests may need to stay beyond the end of the scheduled class time. Text is BLS for Healthcare Providers (Student Manual), published in 2011; older editions are not acceptable. Students may purchase the
book in advance; the instructor will also have books for sale on Saturdays. Those who successfully complete the program will receive a two-year certification card. BHCC will send the card approximately one week after the end of the class.

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<tr>
<th>S1</th>
<th>Saturday</th>
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<tr>
<td>S2</td>
<td>Saturday</td>
<td>9 a.m.–1 p.m.</td>
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<td>May 7, 2016</td>
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Medical Interpreting Certificate Program

WCE-375 $1,074 If you’re bilingual, have good speaking and listening skills and enjoy working with people, you may have a future as a medical interpreter. This 54-hour course provides a working knowledge of the various aspects of medical interpreting, including standards of practice, ethics, HIPAA regulations, cultural competency and medical vocabulary development. Students will also have the opportunity to practice with individual language coach/facilitators using Skype. Each student will receive three practice sessions as part of the course. In addition, students can opt to continue working with the language coach upon completion of the course. An experienced medical interpreter working in the field teaches this program. Students must be able to fully comprehend and communicate in both English and at least one other language. This course is open to all languages. A selective interview is required before acceptance; students must register at least two weeks in advance in order to complete the interview before the class begins. For more information about this course, visit bhcc.edu/ce. Tuition includes program manual and laboratory fee. The lab fee includes three Skype practice sessions with a language coach/facilitator.

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<tr>
<th>S1</th>
<th>Saturdays</th>
<th>8:30 a.m.–2:30 p.m.</th>
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<td>March 5–May 7, 2016</td>
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### COMPUTER TRAINING

#### Introduction to Keyboarding

CPT-200 $112 This eight-week course, which meets at the Chelsea Campus, focuses on keyboarding skills. Students will be encouraged to use the appropriate techniques to learn to type without looking at the computer keyboard or screen. Timed writings at the end of each lesson will help students to increase speed while maintaining accuracy. Emphasis will be on proofreading from the original copy. Some exercises on basic English grammar, spelling and punctuation will be included. There will be no class March 21, due to spring break.

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<thead>
<tr>
<th>S1</th>
<th>Saturdays</th>
<th>10:15 a.m.–12:15 p.m.</th>
<th>C. Jordan</th>
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<td>March 12–April 23, 2016</td>
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#### Introduction to Personal Computers

CPT-201 $112 Designed for the beginner, this hands-on course will introduce students to personal computers. Windows, various types of software and software basics will be covered. Students will also be introduced to naming, saving, retrieving, printing and managing files. Microsoft programs will be used to cover the basics of word processing, database management and spreadsheets. Please bring a flash drive to the first meeting.

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<tr>
<th>M1</th>
<th>Mondays</th>
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<th>C. Jordan</th>
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<td>February 15–March 21, 2016</td>
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<td>D117</td>
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#### Introducción a las computadoras personales en español

CPT-201B $112 Diseñado para el principiante, esta práctica en curso introducirá a los estudiantes a las computadoras personales a los hispanohablantes. Cubrirán Windows, se varios tipos de software y software básico. Los estudiantes también serán introducidos a nombrar, guardar, recuperar, imprimir y administrar archivos. Microsoft Office 2013 programas serán utilizados para cubrir los conceptos básicos de procesamiento de textos, hojas de cálculo de gestión de base de datos y la navegación por Internet. Favor de traer una unidad flash a la primera clase. There will be no class March 15 due to spring break.

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<th>T1</th>
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<td>February 16–March 29, 2016</td>
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<td>Room TBD</td>
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Introdução a Computação em Português
CPT-201C $112
Projetado para o principiante, este curso prático vai apresentar aos alunos os computadores pessoais para falantes de Português. O Windows, vários tipos de software e software básico serão ensinados. Os alunos também serão introduzidos para nomear, salvar, recuperar, imprimir e gerir arquivos. Os programas de Microsoft Office 2013 serão utilizados para explicar as noções básicas de processamento de texto, gestão de planilhas de banco de dados e navegação na internet. Por favor, traga uma Pen USB para a primeira aula.
F1 Fridays 6–9 p.m.
April 8–May 6, 2016 Room D117

Microsoft Excel 2013
CPT-204 $112
Learn to format worksheets and develop charts and graphs from your data without cumbersome conversions. This popular spreadsheet program is useful for both the office and the home. Participants will learn to create budgets and put some zip into proposals by entering data and learning the powerful calculation and sorting functions that Excel offers. Bring a flash drive to the first meeting.
Prerequisite: Familiarity with computers.
H1 Thursdays 6–9 p.m. M. Griffin
February 1–March 24, 2016 D116

Advanced Microsoft Excel 2013
CPT-204B $112
This course will teach advanced Microsoft Excel applications. Through instructor-led or self-paced, step-by-step instruction, participants will learn how to perform "what if" analyses, create PivotTables, exchange data with other programs and control worksheet properties and calculations. Please bring a flash drive to each class.
Prerequisite: Microsoft Excel (CPT-204).
H1 Thursdays 6–9 p.m. M. Griffin
April 7–May 12, 2016 D102

Microsoft Word 2013
CPT-203 $112
This class introduces students to the basics of Microsoft Word. Participants will create and edit business and personal documents, letterhead, résumés, labels and flyers. They will also learn to use the Internet to access information and find clip-art, which they will incorporate into documents and flyers. Bring a flash drive to each class.
11 Wednesdays 2:45–5:45 p.m. M. Griffin
February 17–March 30, 2016 D121A
W1 Wednesdays 6–9 p.m. M. Griffin
February 17–March 30, 2016 D121B

Social Media Marketing Workshop Series (10 sessions)
CPT-315 $215
Do you want to master Facebook marketing? Are you looking to get better results from your social media marketing efforts? Are you ready to deepen your knowledge of online business development and relationship marketing? This course will give you the tools to use the social networks effectively for business. We will dive into social media strategies for Facebook, Twitter, Instagram, YouTube, LinkedIn, Google+ and Yelp. These skills can be applied immediately in the workplace or to market a small business. The Social Media Marketing series includes ten two-hour sessions.
T1 Tuesdays 6:30–8:30 p.m.
March 1–May 10, 2016 D116

Session 1: Introduction to Social Media
Every day people are logging on to social media sites such as Facebook, Twitter, LinkedIn and Pinterest. Pinning, Tweeting, watching amateur videos, blogging and updating your status have become as common as turning on the television. This session will provide an overview of the major social media sites. It will also provide some examples of how individuals are using social media to brand themselves and how businesses are using social media as a marketing tool. Topics include:
• Examples of best social media practices
• Proper social media setup
• Using social media tools effectively
• Privacy settings
• Content creation tools

Corporate Training at BHCC
Our corporate learning and development programming provides high quality, industry demand-driven content to emerging, transitional and incumbent workers in a corporate setting. By utilizing the resources of the College and strategic business and community partnerships, we offer skills training and both credit and non-credit educational courses to foster a path to post-secondary education and the workforce.

We are committed to being the first choice of businesses and individuals for the delivery of innovative and responsive nontraditional educational programming.

Find us on Facebook: facebook.com/wdBHCC
Twitter: @WFD_BHCC

Contact:
Mark Wigfall Mei Ngan
617-228-2414 617-228-2021
mhwigfal@bhcc.mass.edu mngan@bhcc.mass.edu
Session 2: There's a Lot to 'Like' About Facebook
In the fast-paced world of social media marketing, some could argue that Facebook still is king (or queen). Do you want to learn how to utilize Facebook to market your business or product? Do you want to feel more engaged with your customers? This workshop will introduce you to the basics of business-based social networking, get you into Facebook for some hands-on learning and generate discussion about the advantages and disadvantages of this phenomenally popular website. Topics will include business pages, groups, events, promotions, applications, targeted advertising and insights, as well as:

- Social networking
- Customer service
- Content marketing
- Analytics
- Follower acquisition
- Ad campaigns
- Sponsored stories
- Calls to action
- Application implementation
- Boost posts
- Best use of photos and videos

Session 3: Advanced Facebook
In a continuation of Session 2, the instructor will expand upon the content previously taught as well as discuss more ways to boost business by using this platform. Topics will include:

- Best practices
- Contests

Session 4: Twitter Launch for Small Business
What is a tweet and why should your customers care? Learn the secrets of engaging with your prospects and existing clients in 140 characters or less. Included will be the five essential best practices for Twitter use for small and growing businesses. Topics will include:

- Content creation
- Proper use of Twitter
- Twitter analytics
- Re-tweeting and favoriting
- Social networking
- Key influencer networking
- Contests
- Sponsored tweets

Session 5: YouTube and Google+ for Business
Google is the most used search engine in the world. Learn to use it to help your customers find your product or service. In this class, you will learn how to create an online presence that will allow customers to feel as though they know you before you communicate with them. You will also learn how to utilize free search engine optimization (SEO). Topics will also include:

- Creating effective videos
- Keyword use
- SEO
- Writing effective copy
- Integrating Google products

Session 6: Pinterest, Instagram and More!
Pinterest and Instagram are taking social media by storm, growing at a much faster pace than Facebook. Learn how to pin, what to pin and how pinning can play a major role in a social media marketing plan for a business. We will also cover Instagram and other applications. This is a lecture class. No time will be spent on personal platforms. Topics will include:

<table>
<thead>
<tr>
<th>Pinterest:</th>
<th>Instagram:</th>
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<tbody>
<tr>
<td>How and what to pin</td>
<td>Reposting</td>
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<tr>
<td>Best practices</td>
<td>Hashtags</td>
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<td>Branding</td>
<td>Branding</td>
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<td>Copywriting</td>
<td>Contests</td>
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<td>Tagging</td>
<td>Follower tools</td>
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<tr>
<td>Pricing</td>
<td>Key influencer networking</td>
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<tr>
<td>Networking</td>
<td>How to make your photos more attractive</td>
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</tbody>
</table>

Session 7: LinkedIn
LinkedIn has fast become the online networking application of choice. In this class you will learn the features of LinkedIn and how they can help you improve the visibility of your business or find a job. Topics will include: the home page, the profile, recommendations, contracts, groups and jobs. Topics will also include:

- Self-promotion
- Networking
- Business pages
- Content creation
- Ad campaigns
- Groups
- Video promotions
- Job offerings

Session 8: Blogging
Blogging helps drive traffic to websites and can even convert that traffic into leads. It establishes the author as an expert in the subject matter that is being covered. It also creates amazing free search engine optimization (SEO) for a site. The content that is created can also be used for social media posts. You will learn how to effectively create a blog. Topics will include:

- Blogging
- Copywriting
• Photo and video integration
• Domain creation

Session 9: Social Media Marketing Plan
During this session, students will present their social media marketing plans and receive feedback from instructors. Students should come prepared with the plan they have developed throughout the duration of the course. This session will also include:
• Social media marketing plan creation
• Marketing funnel creation
• Events
• Content release

Session 10: Social Media Integration
This session will give you the tools you need to integrate your social media marketing efforts. We will discuss companies that have mastered social media. Each student will be given a social media analysis that will include tips from a panel of marketing experts on how to improve their social media marketing.

T1 Tuesdays 6:30–8:30 p.m. March 1–May 10, 2016 D116

Mobile App Development Module 1
CPT-129 $170
This five-week module is the first of three designed to introduce mobile app development for smartphones and other devices. Starting with an understanding of iOS, Android and Windows, the “big three” operating systems, and then moving to universal design techniques, this course will provide an overview of the programming languages used in mobile app development. Students will start to code using a drag-and-drop blocks type editor to create their first app for an Android device. By the end of Module 1, students will be able to:
• Describe and differentiate the three major smartphone platforms and their architecture
• Describe development tools
• Explain current device capabilities
• Explain and compare the life cycle of an app on each platform
• Describe best practices for smartphone app development
• Explain key object oriented programming concepts including encapsulation, inheritance and polymorphism
• Use design patterns to aid development
• Understand the key methods of software optimization necessary for smartphones
• Use the MIT AppInventor 2 blocks software to create and deploy an app
Prerequisite: Programming experience helpful but not required.

W1 Wednesdays 6–9 p.m. E. Miller February 3–February 24, 2016 H169

Mobile App Development Module 2
CPT-129 $170
This five-week module is the second of three designed to introduce mobile app development for smartphones and other devices. Module 2 covers the basics of the different app stores and the types of apps that developers can create. It introduces students to the hardware and software built into smartphones and personal and home devices. Students will also be introduced to integrated software development environments and the Java programming language. They will learn how to use a graphical layout editor to create an interface for their design and to create more sophisticated Android apps. Students will learn how to package their app and deploy it to a device. They will be introduced to the Swift programming language used in iOS apps as we create an app as a group for iOS devices.

By the end of Module 2, students will be able to:
• Use integrated development environments to create apps for Android and iOS
• Explain and implement classes and application program interfaces (APIs)
• Explain events and implement event handlers
• Explain the differences and similarities between Java and Swift
• Run apps in simulators
Prerequisite: Programming experience helpful but not required.

W2 Wednesdays 6–9 p.m. E. Miller March 9–April 6, 2016 H169

Mobile App Development Module 3
CPT-129 $170
This five-week module is the final module, designed to introduce mobile app development for smartphones and other devices. Module 3 introduces development for the Windows phone and other Windows-based devices using either the C# or Visual Basic programming language. Differences between the three major operating systems will be highlighted. Finally, students will be
introduced to using application program interfaces to create a cross-platform app as well as a geolocation API. By the end of Module 3, students will be able to:

- Explain the differences and similarities between the C#, Java and Swift programming languages
- Create apps for Windows phones
- Use the Delegate design pattern to create events and event handlers in C#
- Use services such as SMS and Location on a Windows device
- Create cross-platform apps with PhoneGap

Prerequisite: Programming experience helpful but not required.

W3 Wednesdays 6–9 p.m. E. Miller April 20–May 11, 2016 H169

Marketing Automation 1
CPT-131 $180

Session 1: Introduction to Marketing Automation
Effective digital marketing is highly dependent on implementing the right strategies for your organization. Growing your lead generation and sales conversions requires scalability and efficiency. The best way to achieve all of this is by aligning the right technologies with well-designed business processes. This session covers the challenges associated with digital marketing and introduces the ways in which marketing automation can address them.

Session 2: Paying for Web Traffic
Web traffic can come from a wide variety of sources. Generating sufficient traffic is the first step in a successful marketing automation strategy. This session will cover the growing opportunities for acquiring web traffic through paid advertising. Topics include:

- Pay-per-click and display advertising
- Promoted social media posts
- Social media advertising, including Facebook, Twitter, and Pinterest
- Video advertising
- Retargeting

Session 3: Earning Web Traffic Organically
This continuation of Session 2 will continue to explore traffic-generating tactics based on non-paid channels, including search engine optimization, social media, blogging, email and offline marketing.

Session 4: Filling the Funnel Through Content Marketing
Content marketing is the fuel that powers most successful marketing automation funnels. Offering compelling, remarkable content is the reason customers will want to visit your website. This session will discuss the psychology and economics that underpin content marketing, as well as strategies and tactics for building successful campaigns. Topics include:

- How social psychology and cognitive surplus are shaping digital marketing
- The ground rules for creating compelling content
- Creating a blog series, webinar series and eBook from a single PowerPoint presentation
- The framework for brainstorming content ideas

Session 5: Capturing Leads with Effective Landing Pages
Landing pages are the linchpin of every digital marketing automation campaign. They are the door that opens up and welcomes new leads into your marketing automation funnel. It’s impossible to overstate their importance, and this session will dive into the art and science of building effective landing pages. Topics include:

- The key components of a landing page
- Optimization techniques
- Tools for building and optimizing landing pages

Prerequisite: Basic familiarity with websites, email marketing, and social media. Total hours: 10

S1 Saturdays 12–2 p.m. January 30–February 27, 2016 D 121B

Marketing Automation 2
CPT-133 $180

Session 1: Designing and Building Conversion Forms
In this first of a series of three sessions that will cover the technology of marketing automation, students will learn how to design, build, and integrate lead capture forms into their websites. There are many tools and techniques available for web forms and this session will present considerations, options and best practices for implementation in a marketing automation funnel.

Session 2: Integrating Email Marketing Technology
The second marketing automation technology session will cover email marketing. If content is the fuel of marketing automation, then email is the engine. It is the main conduit of information between you and your prospects, and a high quality email database remains one of the most valuable marketing assets any organization can have. Topics include:
• Features, capabilities, and qualities of email marketing platforms
• Comparison of popular platforms
• Best practices for lead segmentation
• Tools and methodologies for website integration

Session 3: Exploring Marketing Automation Platforms
The final marketing automation technology session will explore the larger, more sophisticated marketing automation platforms. It will examine the capabilities and compare and contrast several of the leading vendors in terms of capabilities and cost.

Session 4: Architecting Automated Conversion Workflows
After attracting traffic to your website and acquiring leads through your content marketing efforts, it’s time to close the deal. Session 9 will teach students how to build automated email workflows that are designed to convert marketing qualified leads into sales qualified leads, and then convert them into customers. Topics include:
• Overview of workflow strategy design
• Discussion of workflow components
• Case studies of specific workflows

Session 5: Measuring Performance with Analytics
As the saying goes, you can’t manage what you don’t measure. Session 10 will teach students how to configure, integrate, and interpret website analytics in order to measure and improve their digital marketing automation workflows. Topics include:
• How web analytics work
• Key metrics for measuring automation performance
• How to calculate conversion values
• Building Google Analytics dashboards
Prerequisite: An understanding of and experience with paid digital marketing (search and social media), the basics of search engine optimization and content marketing, and landing page optimization.
Total hours: 10
S1 Saturdays 12–2 p.m.
March 5–April 9, 2016 D 121B
There will be no class March 19 due to Spring Break

VIDEO GAME DESIGN for high school students

Maya Foundations–Module 1
CPT-121 $170
This five-week module is the first of three modules designed to provide instruction on creating animated 3D objects using the Maya 3D software tool. Module 1 will instruct the student on the Maya workspace interface, the menu options and the placement and purpose of each of the special-purpose panels required to operate Maya as a software design tool. The student will also be taught the object construction components and the roles of each in the practice of creating 3D models. The student will also learn about the tools and techniques used to modify the construction components into a desired shape such as a boat, automobile, building, character or whatever shape is desired. The student will also delve into the art of creating and assigning colors and lighting to an object or scene.
Prerequisite: A basic understanding of computers.
01 M, W 3:55–5:15 p.m.
January 25–February 24, 2016 D115

Maya Foundations–Module 2
CPT-123 $170
This five-week module will build on what students learned in Maya Foundations, Module 1. It will focus on further manipulation of polygon objects and also introduce the fundamentals of using NURBS (or curves) modeling techniques for object modeling. The student will be instructed in the purpose and various methods
of incorporating both techniques into a completed scene. This module will also instruct the student in the beginning techniques for compositing and animating objects, lighting and object colors in a scene. There will be no class the week of March 16 due to spring break. Prerequisite: Maya Foundations–Module 1.

01 M, W  3:55–5:15 p.m.
March 2–April 6, 2016  D115

Maya Foundations–Module 3
CPT-125  $170
If you can imagine it, you can create it. This five-week module will add to the previous two modules by introducing more advanced modeling and animation techniques such as deformations, rigid body, cloth creation and wind and gravity control upon objects. The object animations in this module will include multiple objects and how they can collide with other objects to obtain real-world collision effects. Module 3 will also cover the creation and application of texture shaders to make a 3D object appear as a brick wall, an old wooden bench, an orange on a table, a glass filled with milk or a sky full of stars. Prerequisite: Maya Foundations–Module 2.

01 M, W  3:55–5:15 p.m.
April 11–May 11, 2016  D115

THE EARLY CHILDHOOD DEVELOPMENT INSTITUTE (ECI)

Skill development for early childhood professionals
The Early Childhood Development Institute offers both credit and non-credit courses for those working in early care and education programs. These courses provide knowledge and skill development beyond the introductory course level. This allows staff to broaden their knowledge and understanding, and promotes a higher quality of care for children and families in the Greater Boston area.

NEW Language and Literacy: Why so important?
ECI-316  $110
Language development is a critical skill every young child needs. This module will look at the emergence of language skills, brain development and the need for stimulation from the people and environments interacting with the child. Ways to evaluate the needs of young children and counter challenges with strong literacy environments will be addressed.

S1 Saturday and Sunday  9 a.m.–4:30 p.m.
March 12–13, 2016  B114

NEW Reading, Writing, Listening, Speaking—Pushing
ECI-317  $110
Language development begins with listening skills and moves through speaking, pre-reading and pre-writing skills. This module will consider these areas of need and ways to help children grow and develop in their skills in all areas.

S1 Saturday and Sunday  9 a.m.–4:30 p.m.
April 2–April 3, 2016  B114

NEW Dual Language Learners: the Challenges
ECI-318  $110
Because language development is so critical to the growth and development of young children, dual language learners need particular attention to help them reach their potential. Ways to address these concerns in the classroom will be a focus.

S1 Saturday and Sunday  9 a.m.–4:30 p.m.
April 30–May 1, 2016  B114
The following courses are a sampling of our more popular online offerings through BHCC’s various content partners. Listings are on pages 14-16.

**Accounting Fundamentals** $99
(ONLINE COURSE)
Demand for accounting professionals currently exceeds supply. If you’re interested in increasing your financial awareness while also gaining a marketable skill, this course is for you. You’ll learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You’ll get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes and various common banking activities. We’ll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Whether you’re a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement, this course will give you a solid foundation in financial matters.
To register: ed2go.com/bunkerhill

**Administrative Assistant Fundamentals** $99
(ONLINE COURSE)
Rapid growth in health, legal services, data processing, management, public relations and other industries has created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning and office ergonomics. You’ll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high-productivity machine.
To register: ed2go.com/bunkerhill

**Creating Web Pages** $95
(ONLINE COURSE)
Create and post your own website on the Internet using HTML in this extensive hands-on, six-week workshop. First, you’ll learn about the capabilities of the world wide web and the fundamentals of web design. Then, with your instructor’s guidance, you’ll plan the content, structure and layout of your website, create pages full of formatted text, build links among the pages and to the outside world and add color, backgrounds, graphics and tables. You’ll also learn critical and timely information on securing the best possible location in search engine listings and powerful no-or low-cost web marketing strategies.
To register: ed2go.com/bunkerhill

**Harassment, Bullying and Cyber-intimidation in Schools** $199
(ONLINE COURSE)
This course covers the definitions and the personal, social and legal ramifications associated with sexual harassment, bullying and cyber-intimidation. The course will address what we know about these troubling subjects. We will then explore preventative strategies as well as how school staff can address these issues when they occur. A clear understanding of what constitutes harassment and the harmful effects of harassment on people and institutions is essential to providing a safe and inclusive school environment for all. PDUs: 30.
To register: virtualeduc.com/bhcc

**Project Management: PMP® Test Prep Course** $699
(ONLINE COURSE)
This online and self-paced 13-module project management program builds successful project managers at all levels of an organization. It provides a comprehensive preparation for the PMP® certification exam, including exam-taking tips, ten comprehensive module quizzes and two full-length, 200-question practice exams covering the PMBOK® Guide areas of knowledge. This course is designed for learners interested in preparing to take the PMP® exam.
To register: bhcc.mindedgeonline.com/partner/courses

**Certificate in Business Communications** $299
(ONLINE COURSE)
Because corporate higher-ups and stakeholders can’t support your ideas—or recognize you for them—without first understanding what they are, communicating clearly and concisely in written and oral formats is critical to your professional success. From clarifying and structuring your ideas to designing the PowerPoint slides that will best complement them, the techniques, interactive exercises and checklists in this suite will help you create presentations and workplace documents that inform and persuade. This certificate offers instruction on crafting many of the most common business communication formats: memos, reports, brochures, proposals, presentations, catalogs and websites. Topics include formal and informal outlining techniques, using email appropriately in an organizational setting and revising for wordiness, unnecessary phrases, redundancy and jargon. Each of these self-paced online courses offer an assortment of interactive exercises, selected readings and self-assessments that will engage you and help you practice effective business communication. Upon successful completion, you can download and print a certificate of completion for this online course suite.
To register: bhcc.mindedgeonline.com/partner/courses

**Earn a Certificate in Entrepreneurship** $599
(ONLINE COURSE)
This online certificate program introduces key issues in entrepreneurship for those looking to start a business. What does it take to build and grow a business from scratch? What personal characteristics are shared by successful entrepreneurs? What types of resources are available to budding entrepreneurs, and where can you find them? Learners who complete this program will have the answers to those questions and others that are essential to the success of their businesses. This certificate program comprises five individual self-paced online courses.
that offer an assortment of interactive exercises, videos, selected readings, case studies and self-assessments that engage entrepreneurs and structure their learning about their field. Our “Ask the Expert” feature connects you to an expert ready to answer any content-related questions you have. Questions are answered as quickly as possible; usually within 24 hours. Upon successful completion, you can download and print a certificate of completion that lists CEU credits earned. Individual entrepreneurship courses are also available.

To register: bhcc.mindedgeonline.com/partner/courses

Certificate in Nonprofit Management  $699
(ONLINE COURSE)
This online certificate program introduces learners to key management issues for nonprofit organizations. Fundraising, capital campaigns, board and volunteer development, budgeting, reading financial statements, leadership, marketing, grant writing, social media and setting strategic direction are addressed. Video commentary on these crucial topics will show how nonprofit professionals apply key concepts in their organizations. The program comprises ten highly engaging self-paced online courses that offer an assortment of interactive exercises, videos, commentary from subject matter experts, selected readings, case studies and self-assessments that will engage you and help you practice making effective decisions in a nonprofit setting. Our “Ask the Expert” feature connects you to an expert ready to answer any content-related questions you have. Questions are answered as quickly as possible and usually within 24 hours. This course is designed for individuals seeking career opportunities in private or public nonprofits as well as those already working in nonprofits who want to enhance and improve their leadership skills. Upon successful completion you can download and print a certificate of completion that lists the CFRE and CEU credits earned for this online course suite. Individual nonprofit courses are also available.

To register: bhcc.mindedgeonline.com/partner/courses

Introduction to Microsoft Excel 2010  $99
(ONLINE COURSE)
Master Microsoft Excel 2010. Even “non-techie” beginners will find it easy to learn Excel in this fun, step-by-step online course. These lessons will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You’ll also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value and more. In addition, you’ll get tips on sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links between files, endowing your worksheets with decision-making capabilities and automating frequently-repeated tasks with macros and buttons. By the time you’re done, you’ll be using this vital Office 2010 tool like a pro.

To register: ed2go.com/bunkerhill

Medical Terminology:
A Word Association Approach  $99
(ONLINE COURSE)
This course teaches medical terminology from an anatomical perspective. Root terms are divided by each body system. The origin, a combined form and an example of non-medical everyday usage is provided for each root term. Word associations are provided as a learning tool. Unusual and interesting information is provided for each term. Root terms are combined with prefixes and suffixes. Your learning will culminate in the interpretation of several paragraphs of medical notes.

To register: ed2go.com/bunkerhill

PMP® Exam Prep Course  $699
(ONLINE COURSE)
This completely online and self-paced 13-module project management program builds successful project managers at all levels of the organization. It provides a comprehensive preparation for the PMP® certification exam including exam-taking tips, 10 comprehensive module quizzes and two full-length, 200-question practice exams covering the PMBOK® Guide areas of knowledge.

After completing this course, you’ll be able to:
• Understand how enterprise environmental factors and organizational process assets affect how projects can be managed.
• Explain the five stages of a project life cycle and understand how these stages can overlap in time.
• Understand how to create a project management plan with subsidiary plans for each of the knowledge areas and explain how progressive elaboration and integrated change management can keep these documents effective and relevant.
• And much more! For more detail about this course, go to bhcc.mindedgeonline.com/partner/courses

Note: You will receive 35 PDUs/contact hours and qualify to take the PMI Project Management Professional Exam®.

This in an intermediate level course with an estimated completion time of 35-40 hours. You will have access to the course for 180 days.

Prerequisites: Learners should have some experience in project management and will need to have access to the Project Management Institute’s A Guide to the Project Management Body of Knowledge, Fourth Edition (PMBOK® Guide).

To register: bhcc.mindedgeonline.com/partner/courses

Online Learning through BHCC’s Content Partners
ed2Go, MindEdge and VESI
BHCC 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 through the curriculum. Choose from our growing catalog of instructor-led courses designed to teach you a new skill or refresh a current one or our Career Training Programs geared to place you into a new career in an in-demand field.

ED2GO ONLINE COURSES

- Instructor-facilitated
- 24-hour access
- Online discussion areas
- 6 weeks of instruction

Our instructor-facilitated online courses are informative, fun, convenient and highly interactive. Our instructors are known for their ability to create warm and supportive communities of learners. You can complete any course entirely from your home or office, any time of the day or night.

FEATURES

Courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more.

POPULAR COURSES

Accounting Fundamentals
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting and more.

Creating Web Pages
Learn the basics of HTML so you can design, create and post your very own site on the Web.

Medical Terminology: A Word Association Approach
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

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

Introduction to Microsoft Excel
Work with numbers? You need to know Excel. Learn the secrets of this powerful application.

Project Management Fundamentals
Gain the skills you’ll need to succeed in the fast-growing field of project management.

Grammar Refresher
Revive your lost or forgotten knowledge of English grammar and gain confidence in your ability to produce grammatically correct writing.

GATLIN EDUCATION

ONLINE CAREER TRAINING PROGRAMS

- One-on-one instructor assistance
- 24-hour access
- All materials and books are included

Prepare for employment in some of today’s hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace.

FEATURES

- Receive a certificate upon successful completion.
- Courses start anytime—begin when you wish.
- A typical program takes 3-6 months to complete. Extensions are available upon request.

POPULAR PROGRAMS

Medical Billing and Coding—240 hours
Prepare for a career as a medical billing and coding professional.

CompTIA™ A+ Certification Training—150 hours
CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians. It opens the door to an exciting career in computer technology, and ed2go’s online program makes training convenient and interactive.

Six Sigma Black Belt—200 hours
The Six Sigma Black Belt Online Career Training Program provides you with an in-depth look at the Six Sigma Black Belt problem-solving methodology, deployment, and project development approaches.

Building Analyst Quick Start Program (BPI BA Certification)—60 hours
This program will teach you about the principles of green buildings—from insulation to indoor air quality—as well as how to perform comprehensive building assessments.

Medical Transcription—240 hours
Learn to transcribe medical reports in hospitals, offices, or from home with the most popular transcription program in the country for entry-level training.

Travel Agent Training—200 hours
Learn the basic skills needed to operate a computer reservation system for airlines, travel agencies, cruise lines, hotel, or as a home-based agent, and get started in a career in the travel industry.

For a complete listing of online courses and to register, go to bhcc.edu/ceonline.
### MINDEDGE ONLINE COURSES

To register, go to [bhcc.edu/ceonline](http://bhcc.edu/ceonline).

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CATEGORY</th>
<th>LEVEL</th>
<th>LENGTH</th>
<th>PDUs</th>
<th>PRICE</th>
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<td>Agile Certified Practitioner Exam Prep</td>
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<td>Managing Real World Projects</td>
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<td>PMP® Exam Prep Course</td>
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<td>PMP 3-Project Scope Management</td>
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<td>PMP 4-Project Time Management</td>
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<td>PMP 5-Project Cost Management</td>
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<td>PMP 6-Project Quality Management</td>
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<td>PMP 7-Project Human Resource Management</td>
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<td>PMP 8-Project Communications Management</td>
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<td>PMP 9-Project Risk Management</td>
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<td>PMP 10-Project Procurement Management</td>
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<td>PMP 11-PMP Practice Exams and Exam Strategies</td>
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<td>Project Risk Management: PMI-RMP® Exam Prep</td>
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<td>Project Management for Information Technology</td>
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For a complete listing of online courses and to register, go to [bhcc.edu/ceonline](http://bhcc.edu/ceonline).
### All courses in this section are 30 contact hours, which are equal to 30 PDPs.

- Advanced Classroom Management: Children as Change Agents
- Attention Deficit Disorder: Information and Interventions for Effective Teaching
- Autism and Asperger’s Disorder: Information and Effective Intervention Strategies
- Child Abuse: Working with Abused and Neglected Children
- Drugs and Alcohol in Schools: Understanding Substance Use and Abuse
- Early Childhood: Family-Centered Services
- Educational Assessment: Assessing Student Learning in the Classroom
- Harassment, Bullying and Cyber-intimidation in Schools
- Inclusion: Working with Students with Special Needs in General Education Classrooms
- Infant and Toddler Mental Health: Issues and Information for Educators
- Reading and Writing in Content Area
- Reading Fundamentals #1: An Introduction to Scientifically-based Research
- Reading Fundamentals #2: Laying the Foundation for Effective Reading Instruction
- Talented and Gifted: Working with High Achievers
- Teaching Diversity: Influences and Issues in the Classroom
- Teaching Elementary Math Conceptually: A New Paradigm
- Traumatized Child: The Effects of Stress, Trauma and Violence on Student Learning
- Violence in Schools: Identification, Prevention and Intervention Strategies

**$199**

### All courses in this section are 45 contact hours, which are equal to 45 PDPs.

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

**$269**

For a complete listing of online courses and to register, go to bhcc.edu/ceonline.
Non-Credit Registration Form
Spring 2016

REGISTER ONLINE OR BY FAX

ONLINE:
bhcc.edu/ce

FAX:
Fax the form and related documents with your credit card information to: 617-228-2080.

Confirmation of your registration will be sent to you before classes begin. Students must register for non-credit courses a week prior to course start date.

If you have questions, call 617-228-2462, Monday-Friday, 8:30 a.m.–4 p.m.

NOTE: To register for online courses through BHCC’s content partners, register online at: bhcc.edu/ceonline.

REFUND POLICY: Students may cancel enrollment in a Community Education course within two (2) working days prior to the first class meeting and receive a 100% refund. No refunds will be given after that time.

STUDENT’S LAST NAME  FIRST NAME

DATE OF BIRTH  GENDER

MAILING ADDRESS

CITY  STATE  ZIP

HOME PHONE  WORK PHONE

CURRENT EMAIL ADDRESS  (PLEASE PRINT CLEARLY)

OPTIONAL
ETHNICITY (CHOOSE ONE):

[ ] Hispanic/Latino  [ ] Non-Hispanic/Latino

RACE (PLEASE SELECT ONE OR MORE OF THE FOLLOWING):

[ ] AI - American Indian/Alaskan Native  [ ] AD - Black/African American  [ ] AS - Asian

[ ] NP - Native Hawaiian/Pacific Islander  [ ] WH - White  [ ] CV - Cape Verdean

COURSE SELECTION (SAMPLE BELOW IN COLOR)

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METHOD OF PAYMENT

[ ] Check  [ ] VISA

[ ] Money Order  [ ] MASTERCARD

[ ] AMERICAN EXPRESS  [ ] DISCOVER

NAME ON CARD (PLEASE PRINT CLEARLY)  SECURITY CODE

CREDIT CARD ACCOUNT NUMBER  EXPIRATION DATE

SIGNATURE

FOR COMMUNITY EDUCATION COURSES, NOTE THE FOLLOWING:

• There is no residency requirement
• No financial aid is available
• You must pay in full upon registration
• If there is a class you would like to take that is not featured, please email us at commed@bhcc.mass.edu

SIGNATURE  DATE
Division of Workforce Development

- Community Education
- Corporate Learning and Development
- Entrepreneurship
- Study Tours

bhcc.edu/workforce
bhcc.edu/ce

facebook.com/wdBHCC

AFFIRMATIVE ACTION and EQUAL OPPORTUNITY POLICY

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

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