



Bunker Hill Community College

COMMUNITY EDUCATION

FALL 2006

Charlestown • Chelsea



Fall 2006

Community Education Non-Credit

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Basic English as a Second Language/BSL

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

Basic Language Literacy I BLL-001

\$187

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

70	TUESDAY, THURSDAY CHEL	8:30 A.M.-9:45 A.M. 9/5-12/22
	CLASS MEETS AT THE CHELSEA CAMPUS	
M1	MONDAY, WEDNESDAY E451	6:00 P.M.-7:15 P.M. 9/5-12/22
T1	TUESDAY, THURSDAY M105A	6:00 P.M.-7:15 P.M. 9/5-12/22

Speak/Listen I BSL-001

\$187

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

01	TUESDAY, THURSDAY E451	8:30 A.M.-9:45 A.M. 9/5-12/22
70	MONDAY, WEDNESDAY CHEL	8:30 A.M.-9:45 A.M. 9/5-12/22
	CLASS MEETS AT THE CHELSEA CAMPUS	
M1	MONDAY, WEDNESDAY M105A	6:00 P.M.-7:15 P.M. 9/5-12/22
S1	SATURDAY B130	9:00 A.M.-11:45 A.M. 9/5-12/22
T1	TUESDAY M105B	6:00 P.M.-8:45 P.M. 9/5-12/22

Read/Write I BSL-002

\$187

Students will read and write about beginning reading materials. They will learn to identify main ideas and supporting information and write sentences and paragraphs. Students will learn basic grammar structures. The emphasis is on general English.

01	TUESDAY, THURSDAY D217	10:00 A.M.-11:15 A.M. 9/5-12/22
70	MONDAY, WEDNESDAY CHEL	10:00 A.M.-11:15 A.M. 9/5-12/22
	CLASS MEETS AT THE CHELSEA CAMPUS	
H1	THURSDAY M105B	6:00 P.M.-8:45 P.M. 9/5-12/22
M1	MONDAY, WEDNESDAY M105A	7:30 P.M.-8:45 P.M. 9/5-12/22
S1	SATURDAY B105	12:15 P.M.-3:00 P.M. 9/5-12/22

Speak/Listen II BSL-005

\$187

Students will learn to speak about formal and informal topics such as work, home, school and places around town such as clinics, supermarkets and the library. They will learn to listen to and understand beginning to high beginning listening materials and answer comprehension questions in sentences and short writings. Students will learn grammar structures. The emphasis is on general English.

01	TUESDAY, THURSDAY M105B	8:30 A.M.-9:45 A.M. 9/5-12/22
70	MONDAY, WEDNESDAY CHEL	8:30 A.M.-9:45 A.M. 9/5-12/22
	CLASS MEETS AT THE CHELSEA CAMPUS	
M1	MONDAY, WEDNESDAY M104	6:00 P.M.-7:15 P.M. 9/5-12/22
S1	SATURDAY B129B	9:00 A.M.-11:45 A.M. 9/5-12/22
T1	TUESDAY B135B	6:00 P.M.-8:45 P.M. 9/5-12/22
T2	TUESDAY, THURSDAY D218	6:00 P.M.-7:15 P.M. 9/5-12/22

Read/Write II BSL-006

\$187

Students will learn to read and understand high beginning reading materials and answer comprehension questions. They will learn to write sentences, paragraphs, and short compositions about everyday English, workplace English, and academic English. Students will learn grammar structures. The emphasis is on general English.

01	TUESDAY, THURSDAY B131	10:00 A.M.-11:15 A.M. 9/5-12/22
70	MONDAY, WEDNESDAY CHEL	10:00 A.M.-11:15 A.M. 9/5-12/22
	CLASS MEETS AT THE CHELSEA CAMPUS	
H1	THURSDAY M102	6:00 P.M.-8:45 P.M. 9/5-12/22
M1	MONDAY, WEDNESDAY M104	7:30 P.M.-8:45 P.M. 9/5-12/22
S1	SATURDAY B118	12:15 P.M.-3:00 P.M. 9/5-12/22
T1	TUESDAY, THURSDAY D218	7:30 P.M.-8:45 P.M. 9/5-12/22

Speak/Listen III BSL-010

\$187

Students will practice speaking about familiar and unfamiliar topics in different situations such as employment and education. They will practice public speaking. Students will learn to listen to and understand high beginning to low intermediate materials and answer comprehension questions with sentences and short writings. Students will read and write in this course and learn grammar structures. The emphasis is on academic English.

01	TUESDAY, THURSDAY D215	8:30 A.M.-9:45 A.M. 9/5-12/22
70	MONDAY, WEDNESDAY CHEL	8:30 A.M.-9:45 A.M. 9/5-12/22
	CLASS MEETS AT THE CHELSEA CAMPUS	

90	TUESDAY CHEL CLASS MEETS AT THE CHELSEA CAMPUS	6:00 P.M.-8:45 P.M. 9/5-12/22
M1	MONDAY,WEDNESDAY D209	6:00 P.M.-7:15 P.M. 9/5-12/22
S1	SATURDAY B129A	9:00 A.M.-11:45 A.M. 9/5-12/22
T1	TUESDAY,THURSDAY E451	6:00 P.M.-7:15 P.M. 9/5-12/22

**Read/Write III
BSL-011**

\$187

Students will learn to read and understand high beginning to low intermediate reading materials. They will learn to answer factual questions and draw inferences and conclusions. Students will learn the process-writing model and write compositions with an introduction, a body, and a conclusion. Students will learn grammar structures. The emphasis is on academic English.

01	TUESDAY,THURSDAY E451	10:00 A.M.-11:15 A.M. 9/5-12/22
70	MONDAY,WEDNESDAY CHEL CLASS MEETS AT THE CHELSEA CAMPUS	10:00 A.M.-11:15 A.M. 9/5-12/22
90	THURSDAY CHEL CLASS MEETS AT THE CHELSEA CAMPUS	6:00 P.M.-8:45 P.M. 9/5-12/22
M1	MONDAY,WEDNESDAY D209	7:30 P.M.-8:45 P.M. 9/5-12/22
S1	SATURDAY B129A	12:15 P.M.-3:00 P.M. 9/5-12/22
T1	TUESDAY,THURSDAY E451	7:30 P.M.-8:45 P.M. 9/5-12/22

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

**Conversations and Pronunciation
BSL-012**

\$187

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

T1	TUESDAY,THURSDAY TBA	6:00 P.M.-7:15 P.M. 9/5-12/22
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**Computer Literacy 1
BSL-020**

\$187

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

S1	SATURDAY D102	12:15 P.M.-3:00 P.M. 9/5-12/22
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**Writing for Business Professionals
BSL-050**

\$187

This course is designed for non-native speakers with advanced level language skills. Students will learn basic forms of business writing, including memos, letters,

instructions, and reports. Includes an emphasis on business language and style. Must complete test and assessment levels at BSL 010 and BSL 011.

H1	THURSDAY TBA	6:00 P.M.-8:45 P.M. 9/5-12/22
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Arts

**Basic Fine Arts Painting
ART-623**

\$139

This class welcomes all those wishing to paint with oils or acrylics, from beginners to more experienced artist. Classes instructed by Rita Cooper will include the classical style alla prima (wet to wet). Individual guidance is provided by the instructor. Supply list will be announced at first class.

S1	SATURDAY TBA	9:00 A.M.-12:00 P.M. 10/28-11/4
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**Drawing Fundamentals
ART-640A**

\$79

“Wednesday Evening Drawing at Boston’s Museum of Fine Arts” Bring a sketchbook and pencil and enjoy the benefits of drawing from the Master at the Museum of Fine Arts in Boston. Wednesday evening admission is free. Class is limited to 12 participants.

W2	WEDNESDAY MFA	5:00 P.M.-6:30 P.M. 11/1-11/29
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Cooking

**Authentic Greek Cooking
CUL-307**

\$69

Learn how to use “phyllo” pastry and make savory and sweet delicacies. This class will introduce you how to make “Spanakopita” (spinach pie) and “Bakalava” (sweet pastry). Once you learn how to use the phyllo your creativity will take hold!

T1	TUESDAY TBA	6:00 P.M.-9:00 P.M. 9/26
T2	TUESDAY TBA	6:00 P.M.-9:00 P.M. 10/31

**Cake Decorating
CUL-312**

\$69

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

H1	THURSDAY TBA	6:00 P.M.-9:00 P.M. 11/2
H2	THURSDAY TBA	6:00 P.M.-9:00 P.M. 12/7

**Chocolates
CUL-313**

\$69

Welcome to the art of chocolates. Grenache, molding chocolates, truffles, dipping strawberries will be covered.

Also the principle of tempering chocolate will be discussed and put practical use. This is a great way to impress your family, friends, co-workers, or maybe that special someone.

H1	THURSDAY TBA	6:00 P.M.-9:00 P.M. 11/9
H2	THURSDAY TBA	6:00 P.M.-9:00 P.M. 12/14

Everybody Loves Pasta CUL-350

\$69

Simple, quick, and healthy, pasta is a favorite dish anytime of the year. Participants will learn how to prepare pasta from scratch. We will prepare and sample a variety of pasta dishes such as Fettuccine Primavera, Linguine Carbonara, Spaghetti Puttanesca, Penne with Pesto, Ravioli and others.

H1	THURSDAY TBA	5:30 P.M.-8:30 P.M. 11/16
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Sushi Safari CUL-370

\$113

Overcome your fears and join us as we prove that sushi is more than just raw fish! Come explore the secrets of making sushi, sashimi, and beautiful sushi garnishes. From California rolls to tempura style maki rolls, help us celebrate this ancient Japanese "fast food".

H1	THURSDAY TBA	6:00 P.M.-9:00 P.M. 10/21
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Crafts

Sewing- Beginning CFT-626A

\$59

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

S1	SATURDAY TBA	1:30 P.M.-3:30 P.M. 9/16-10/7
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Sewing-Advanced CFT-626B

\$59

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

S1	SATURDAY TBA	1:30 P.M.-3:30 P.M. 10/21-11/18* NO CLASS ON 11/11
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Crochet-Beginning CFT-627A

\$36

Have fun leaning to crochet! Make a potholder, granny square, or raised rose. Basic stitches and techniques will be covered. Work in rows and rounds with various types of threads and yarns. Bring paper and pencil, scissors, tape measure, light color 4-ply yarn, and an H hook to the first. Small class size encourages individual attention.

S1	SATURDAY TBA	1:30 P.M.-3:30 P.M. 9/23-10/14
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Crochet-Advanced CFT-628A

\$36

Now that you've learned the basics, have fun creating more complicated projects. Must have been previously enrolled in crochet or have a basic knowledge of the techniques.

S1	SATURDAY TBA	1:30 P.M.-3:30 P.M. 10/28-11/18* NO CLASS ON 11/11
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The Art of Decoupage CFT-629A

\$37


Decoupage is the art of decorating a surface with paper. Transform a simple glass bowl/vase into a one of a kind work of art. Embellish your vase using rubber-stamping, embossing, gold leafing and beading techniques. Bring your own bowl/vase and other materials will be provided by the instructor for a small fee. This class is for people of all ages so come and bring your creativity!

S1	SATURDAY TBA	12:00 P.M.-3:00 P.M. 10/21
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be original


Learn to sew,
create a work of art
or make your own jewelry.

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



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Rubberstamping & Scrap booking

CFT-645

\$25

Make your mark by learning to use rubber stamps to design homemade greeting cards, gift tags, gift boxes, and party favors. Use this delightful art form to create scrapbook pages and learn valuable tips for preserving precious family moments in scrapbooks you design.

S1	SATURDAY	12:30 P.M.-3:00 P.M.
	TBA	11/18

Beading/Necklace

Basic Bead Earrings

CFT-608A

\$47

Learn how to make attractive earrings using a variety of beads. Several drop earring techniques will be taught using a variety of earring findings. Participants will make a minimum of three pairs of earrings. Supplies will be provided by instructor payable to her at time of class.

S1	SATURDAY	1:00 P.M.-4:00 P.M.
	TBA	10/28
S2	SATURDAY	1:00 P.M.-4:00 P.M.
	TBA	11/18
S3	SATURDAY	1:00 P.M.-4:00 P.M.
	TBA	12/16

Basic Bead Necklace and Bracelet

CFT-608B

\$47

Learn basic bead stringing techniques for designing and constructing your own jewelry. Supplies will be available and payable to instructor in class.

S1	SATURDAY	1:00 P.M.-4:00 P.M.
	TBA	10/14
S2	SATURDAY	1:00 P.M.-4:00 P.M.
	TBA	11/4
S3	SATURDAY	1:00 P.M.-4:00 P.M.
	TBA	12/9

ASL/Languages

Beginning Spanish for Health Care Professionals

LNG-400B

\$129

This introductory course is intended for healthcare professionals with little or no knowledge of the Spanish language. This course focuses on helping students develop listening and oral skills by using real-life medical scenarios closely coupled with clear grammar explanations and relevant vocabulary.

S1	SATURDAY	9:00 A.M.-12:00 P.M.
	TBA	*10/28-12/2
		*NO CLASSES 11/11 & 11/25

Beginning Portuguese

LNG-402

\$129

Students build on basic language skills, continuing to study the fundamental elements of the Portuguese lan-

guage within a cultural context and in a comfortable and fun environment. Speaking, listening, reading comprehension, writing, and cultural awareness are developed through an innovative, communicative approach. The popular culture of Brazil is analyzed through music, film, children's books, and short pieces of fiction and non-fiction. The course is conducted in Portuguese. The professor, of course, makes exceptions for students who need assistance; but this relaxed submersion in the language really works.

S1	SATURDAY	1:00 P.M.-4:00 P.M.
	TBA	10/28-12/2
		*NO CLASSES 11/11 & 11/25

Introductory Chinese

LNG-404

\$129

This 8 week course will provide students the basic fundamentals of Chinese Mandarin. It focuses practical listening, speaking, reading and writing skills. Upon completion, students will be able to use and understand Pin-Yin – an English phonetic translation of the Chinese character-based language, recognize and produce Chinese phonemic tones and intonations, write and learn the stroke order of several Chinese characters, and converse on various day to day topics.

H1	THURSDAY	6:30 P.M.-8:30 P.M.
	SHIXIAN XIAN	9/7-11/26

Beginning American Sign Language I

LNG-480

\$157

For those with no prior knowledge of American Sign Language, this very popular course introduces you to thinking and receiving language in a visual-gestural mode, basic conversational vocabulary, rules of grammar, and cultural aspects of the Deaf Community. Our instructors use only American Sign Language in class. This allows you to be fully immersed in an interactive, natural language-learning environment. These classes fill quickly, so register now!

S1	SATURDAY	12:30 P.M.-2:30 P.M.
	TBA	10/7-10/28
H1	THURSDAY	6:00 P.M.-8:00 P.M.
	TBA	10/12-11/2

American Sign Language II

LNG-480A

\$157

This is a continuation of Basic American Sign Language and Deaf culture study, with emphasis on building receptive and expressive sign vocabulary; use of the signing space, time concepts, numbers and facial modifiers for grammar. Our instructors use only American Sign Language in class. This allows you to be fully immersed in an interactive, natural language-learning environment. These classes fill quickly, so register now!

H1	THURSDAY	6:00 P.M.-8:00 P.M.
	TBA	10/7-10/28
S1	SATURDAY	12:30 P.M.-3:00 P.M.
	TBA	11/4-12/2*
		*NO CLASSES 11/11 & 11/25

**Authentic Spanish for Adult Beginners
LNG-483A \$129**

Learn to speak Spanish in an authentic and fun way. You will learn how to have conversations in realistic situations by watching videos, practicing dialogues, and reading enjoyable materials. We will practice speaking so that you can communicate with native speakers and increase your credentials for both personal and professional use. A basic class opens to beginners of Spanish study.

W1 WEDNESDAY 6:30 P.M.-8:30 P.M.
TBA 10/4-10/25

**Conversational French
LNG-499 \$129**

This lively course concentrating on oral expression, pronunciation, learning vocabulary based on French culture, and the way of thinking in society. This course will also focus on being able to communicate in a number of different settings. Prerequisite: Basic knowledge of French.

F1 FRIDAY 6:00 P.M.-8:30 P.M.
TBA 10/13-11/17

**French for Beginners
LNG-584 \$129**

Open yourself to La vie en Rose. This class will introduce participants to basic French conversation and culture. The primary focus is on essential vocabulary and grammatical structures that will enable you to communicate in everyday situations.

M1 MONDAY 6:00 P.M.-8:30 P.M.
TBA 10/23-11/27

Career Development

**Starting Over: Post Retirement Career's
CRD-410 \$49**

Do any of these situations strike a chord with you? You have retired to a life of rest and relaxation, but after the first vacation, you're bored, restless, and need to keep that brain young and energized? You're thinking about retiring and would like to transition to a career on a part-time basis or in a different field? You desire additional income and would like to enjoy the work you do? If you answered yes to any of these questions, Post Retirement Career's will help solve these new concerns.

S1 SATURDAY 1:30 P.M.-3:30 P.M.
TBA 10/14

Computers

**Basic Keyboarding
CPT-200 \$79**

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

H1 THURSDAY 6:00 P.M.-9:00 P.M.
D102 9/14-10/19

**Introduction to PC
CPT-201 \$107**

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

M1 MONDAY 6:00 P.M.-9:00 P.M.
D102 9/11-10/23
90 TUESDAY 6:00 P.M.-9:00 P.M.
TBA 9/12-10/31
H1 THURSDAY 6:00 P.M.-9:00 P.M.
D116 9/14-10/26

**Intro to Computers for Seniors
SNR-201E \$59**

If you are a new computer user come to this class and learn the basics of Windows, word processing, spreadsheets, and the Internet with other students just like you. Using hands-on exercises in a lab setting, this class will gently nudge you into the computer age. This course is for those aged 60 and above.

O1 FRIDAY 10:00 A.M.-12:30 P.M.
D102 10/13-11/3

**Microsoft Word
CPT-203 \$107**

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

T1 TUESDAY 6:00 P.M.-9:00 P.M.
D116 10/31-12/5

be encouraged

Learn to manage stress,
improve study skills
or take a journey of self-discovery.

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

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Microsoft Excel**CPT-204****\$107**

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

M1	MONDAY	6:00 P.M.-9:00 P.M.
	D116	9/18-10/30*
		*NO CLASS 10/9

Advanced Microsoft Excel**CPT 204B****\$107**

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

T1	TUESDAY	6:00 P.M.-9:00 P.M.
	D119	11/7-12/12
S1	SATURDAY	9:00 A.M.-12:00 P.M.
	D116	9/23-10/28

Microsoft Access**CPT-206****\$107**

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

W1	WEDNESDAY	6:00 P.M.-9:00 P.M.
	D115	10/11-11/15

Introduction to QuickBooks**CPT-222****\$107**

This class is designed for the small to midsize business owner who enjoys QuickBooks ease of use but prefers a more traditional approach to accounting. Learn how this well-designed program can make it a snap to set-up a chart of accounts, create and print invoices, statements, and receipts. It will also teach you how to track your payables, inventory, and receivables, create estimates, and generate reports. Prerequisite: Basic knowledge of accounting.

S1	SATURDAY	1:00 P.M.-3:00 P.M.
	D116	9/16-10/21

Dance**Belly Dancing****DAN-620****\$75**

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

S1	SATURDAY	11:30 A.M.-1:00 P.M.
	TBA	9/16-10/21

Intermediate Belly Dancing**DAN-620A****\$75**

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

S1	SATURDAY	1:30 P.M.-3:00 P.M.
	TBA	9/16-10/21

Financial Planning**How to Sell Your Home, Downsize, and Live Comfortably Off the Profit****FNP-420****\$67**

Are you one of the growing numbers of home owners who are thinking of selling your home and using the sizable profits to downsize, change careers, retire early, or simply to enjoy a more fulfilling life? Topics covered include: the best way to see your home and get the most value; deciding on your new living arrangement; create a monthly income plan that is tax advantaged; or how to protect your assets from legal and financial risks. If you have a home that has appreciated in value, and you want to enjoy the fruits of your home investment, sign up for the one-day information packed seminar.

S1	SATURDAY	9:30 A.M.-1:00 P.M.
	TBA	10/28

Complete Retirement Planning Workshop**FNP-450****\$39**

Learn what you need to know about retirement planning issues. Determine whether you can retire early; pinpoint your financial needs for retirement, learn how to potentially minimize your taxes. Learn to allocate your taxes using mutual funds, and how to seek maximization of your income without subjecting yourself to unnecessary risks. A workbook is provided at the end of the course for use at home. Students are also eligible for a private retirement planning consultation at the end of the seminar. The

instructor is president of the Alberg Financial Group. He can be heard on "The Money Managers" on 1150 AM WITT every Saturday from 11-noon. "The Money Managers" also can be seen on local TV cable access in Arlington and Medford.

T1	TUESDAY TBA	7:00 P.M.-9:30 P.M. 9/12-9/26
T2	TUESDAY TBA	7:00 P.M.-9:30 P.M. 10/10-10/24

**Financial Basics for Immigrants Living in America
FNP-470 \$169**

Do your financial concerns make you feel anxious or not in control? Do you feel like you don't know how to manage your money here in America? Does all the advice you hear sound like Greek to you? If this describes you, join us for an innovative money management class for foreigners living in America. We will discuss the basics of financial planning, and we will cover budgeting, managing debt and credit, savings and investing, all tailored to your own financial concerns and goals. You will learn how in this country you can make your money work as hard as you do, or harder!

M1	MONDAY TBA	8:15 P.M.-9:45 P.M. 9/18-10/30* *NO CLASS ON 10/9
M2	MONDAY TBA	8:15 P.M.-9:45 P.M. 11/6-12/11

**Financial Planning Today
FNP-470A \$67**

Take control of your financial life. Financial Planning Today, combines life planning and financial/retirement planning concepts and is designed for people of all ages. Topics covered include: create a plan to retire earlier or transition to a new career; understand how various investments, (such as mutual funds and bonds) work and how they could work for you; reduce insurance and keep more of your money! As well as using a Roth IRA to eliminate future taxes; how convert your IRA to a Roth IRA & other IRA topics. Book fee of \$20 and is payable to instructor at beginning of session.

S1	SATURDAY TBA	9:30 A.M.-12:30 P.M. 10/21
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**Money Management for Women
FNP-475E \$169**

Why is money management different for women? Although we have the same needs as all people do, we face unique challenges and we approach life differently. Many women are not willing to making decisions when it comes to finances, but research shows that 9 of every 10 women will become wholly responsible for her own welfare at some point. More devastating that not being able to financially take care for ourselves in not being able to take care of our loved ones. So, join us and get your finances under control. We will cover budgeting, how money works, savings, investments, and the basics of financial planning.

M1	MONDAY TBA	6:30 P.M.-8:00 P.M. 9/18-10/30* *NO CLASS 10/9
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M2	MONDAY TBA	6:30 P.M.-8:00 P.M. 11/6-12/11
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Fitness, Safety, Recreation

Fitness

**Fitness for Seniors
SRN-051 \$57**

Increase your fitness level while having fun! Exercise improves cardio vascular endurance, increases strength and muscle mass and improves flexibility. This easy class is specifically designed for seniors who want to get into shape or maintain a healthy lifestyle through fitness. This course is for those aged 60 and above.

O1	FRIDAY TBA	10:00 A.M.-11:30 A.M. 9/15-10/6
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Safety

**CPR for Health Care Provider
FSR-106 \$77**


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

91	SATURDAY CHEL	8:00 A.M.-4:30 P.M. 8/26
92	SATURDAY CHEL	8:00 A.M.-4:30 P.M. 11/11
93	SATURDAY CHEL	8:00 A.M.-4:30 P.M. 12/9

be resourceful


Learn about money management, selling your home for profit or how to plan for retirement.

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



Bunker Hill Community College
imagine the possibilities

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



R.A.D. Women's Self-Defense Workshop
FSR-619C **\$57**

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

T1	TUESDAY	7:00 P.M.-9:00 P.M.
	TBA	9/12-10/17
SU	SUNDAY	1:00 P.M.-4:00 P.M.
	TBA	9/30-10/21

Recreation

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

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

H1	THURSDAY	6:30 P.M.-8:30 P.M.
	TBA	9/30-10/21

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

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

S1	SATURDAY	1:00 P.M.-4:00 P.M.
	FIELD	9/30-10/21

Instant Piano for Busy People
FSR-601 **\$37**

Music teachers may not want you to know this, but you don't need weekly lessons to learn to play the piano. In just three hours you can learn enough secrets of the trade to give you years of musical enjoyment. In this workshop you will learn all the chords you will need to play any song, in any style, in any key. You will learn to play several songs in class and then perfect your technique at home using an exclusive CD specially designed by the instructor. Materials fee of \$25 for a basic chord study book and 60 minute CD or cassette is payable to the instructor at the beginning of the session.

S1	SATURDAY	1:00 P.M.-4:00 P.M.
	TBA	10/14

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

This is a 15-hour course (5 hours of classroom study and 10 hours of riding) designed to teach the challenge of motorcycling. Classroom sessions will cover motorcycle controls, basic riding skills, street strategies, turning and braking techniques, and dangers of impaired. Riding sessions will cover straight line riding, turning, shifting, and stopping as well as crash avoidance maneuvers. Training motorcycle (250cc or less), helmets, and course books are provided in tuition. Participants must have motorcycle learner's permit. Classes are on weekends from April to October. For more information contact www.ironstoneventures.com or the Community Education division at commed@bhcc.mass.edu or 617-228-2462.

Floral Design

Introduction to Floral Design
CFT-376 **\$117**

Create colorful, eye-catching fresh floral arrangements. Course presents the basic principles of floral design to both the prospective professional and the hobbyist. Take home a completed arrangement each week. Supply fee includes fresh flowers, containers, and equipment for each project.

S1	SATURDAY	1:30 P.M.-3:30 P.M.
	TBA	9/16-10/7

Fall Floral Design
CFT-376B **\$69**

Use a variety of materials to create beautiful silk floral arrangements for your home or to give as personalized gifts. In this step-by-step class you will learn basic design concepts while completing a project during the class session. Bring wire cutters and scissors to class-all other supplies provided for your convenience.

S1	SATURDAY	1:30 P.M.-4:30 P.M.
	TBA	10/28

Holiday Decorating & Floral Design
CFT-607A **\$117**

Just in time for the holiday season. Learn to add sparkle to holiday decorating with unique and creative design techniques. During this class students will complete a variety of floral projects to use in their own home or to give away as marvelous, personalized gifts. Class fees include "plant materials" for arrangements. A supply list will be provided for other items such as containers and allowing students to personalize their creation.

S1	SATURDAY	9:30 A.M.-12:00 P.M.
	TBA	11/4-11/18

Home Decorating

Upholster This!

HMD-200

\$179

Have you priced new furniture lately? Grab that old worn out chair and join us. Learn how to reupholster chairs and other small items of furniture. Upholstery can enliven any form by adding shape, mass, color, and texture; reupholstering can resurrect all but the most damaged pieces. Students in this course explore the anatomy of an upholstered piece through dissection and learn the upholsterer's techniques of using springs, webbing, and foam, as well as patternmaking and stitching. Students should bring at least one simple item to upholster or reupholster, such as a footstool or a simple chair (no wingbacks). Students must purchase their own textiles and materials for the final project. You must also bring your own upholstery supplies: upholstery hammer, upholstery mallet, staple lifter, and scissors. \$15 materials fee payable to instructor at first session.

S1 SATURDAY 12:00 P.M.-4:00 P.M.
TBA 10/7-10/28

Pets

Modifying Your Dog's Behavior

PTS-075A

\$39

Nothing is more frustrating than an out-of-control dog. Luckily, there are easy ways to correct most problems. Barking, chewing, digging, chasing cars, and jumping are some of the problems to be discussed. Learn solutions for these troublesome behaviors that will help your dog become your best friend.

S1 SATURDAY 10:00 A.M.-1:00 P.M.
TBA 11/4

be imaginative



Learn to prepare sushi,
become a photographer
or make delicious chocolates.

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



**Bunker Hill
Community College**
imagine the possibilities

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

Pet First Aid & CPR Training

PTS-075B

\$99

Learn to administer immediate care to an injured or suddenly ill pet. Properly applied first aid can save your pet's life and reduce recovery time. In addition to basic emergency care, the program will cover some common illnesses and other problems that your pet may be exposed to. This class primarily refers to dogs and cats; however, first aid for most pets is similar. This ASPCA approved program is instructed by certified instructors and veterinary technicians. You will receive a certification card and a first aid book the day of your class. NOTE: This program is not intended to replace veterinary care; it is to instruct pet owners on how to save a pet's life in an emergency.

S1 SATURDAY 11:00 A.M.-2:00 P.M.
TBA 9/16

Puppy Selection-Good Choices

PTS-075C

\$25

Learn to make an educated decision about dog ownership and choosing the right puppy for your family. Topics include matching the dog to your lifestyle, investigating temperament, cost of dog ownership, puppy socialization, basic training, surviving the first days with a new puppy, preparing for the onslaught of adolescence, safety issues, and legal matters.

SU SUNDAY 11:30 A.M.-2:00 P.M.
TBA 10/15

Dog and Cat Workshop

PTS-076

\$47

In this 4-hour workshop, you will learn the basic needs of your dog or cat. Puppies, kittens, and older pets will be discussed. Topics covered include: normal pet behavior, vital signs, preventative health care, common illnesses, and providing care and comfort when your pet is ill.

S1 SATURDAY 2:30 P.M.-4:30 P.M.
TBA 10/7 & 10/14

Photography

Discover Digital Photography

PHT-775B

\$59

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

S1 SATURDAY 1:00 P.M.-3:00 P.M.
TBA 10/28 & 11/4

Secrets of Better Photography
PHT-775E **\$59**

Join us for an informative look at tips and tricks for better photography. We'll discuss the basic technology that all cameras use and helpful information on exposure and lighting. We'll also explore strategies for excellent photos in all types of situations, including portraiture, landscape, macro, and still life.

S1 SATURDAY 11:00 A.M.-3:00 P.M.
 TBA 11/25

Self Help

Letting Go of Clutter
SLF-447B **\$37**

Are you overwhelmed by the amount of clutter in your home or office? If you need help in clearing up newspapers, clothes or other material objects, then this seminar is for you. Learn what motivates clutter as well as effective ways to reduce it and the anxiety connected with it. Topics include breaking unproductive habits; organizing papers, files, and closets; and awareness of procrastinating tendencies.

W1 WEDNESDAY 6:00 P.M.-8:30 P.M.
 TBA 10/4 & 10/11

Organize Your Files
SLF-447C **\$37**

Did you know that most people waste over four hours a week searching through papers? Learn how to organize your files without fear. Find out what to keep and how to set up files for easy retrieval. Tips on types of folders and other file systems to save you time and reduce stress will be covered.

W1 WEDNESDAY 6:00 P.M.-8:30 P.M.
 TBA 10/18 & 10/25

Personal Awareness

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

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

niques. It provides a non-competitive and caring environment. Individualized attention is assured. Please wear comfortable clothes.

S1 SATURDAY 11:30 A.M.-1:00 P.M.
 TBA 10/7-10/21

**The Emotional Freedom Technique:
 The Path to Your Mind-Body
 Healing & Peace**
SLF-501 **\$59**

Whether you simply want to enjoy a better, more spiritual and balanced life, or you have problems that are causing you stress and distress, what you will learn in the Level 1 EFT:

The Subtle Energy Psychotherapy Workshops will help you to:

- Completely overcome fears, phobias and traumatic memories
- Give up unwanted habits and behaviors
- Become more self-confident and motivated
- Achieve your ideal weight and health
- Stop smoking
- Understand your life purpose and find practical ways of living it
- Improve your existing relationships and find new ones that nurture and inspire you
- Understand what the healthiest lifestyle for you personally is and begin to live it-now!
- Tap into the unlimited powers of your intuition and creativity-easily and fast.

These are just a few possibilities. The aim of the EFT seminar contents is not just to give you effective, up-to-date techniques to transcend stress; we want to enable you to come to a whole new understanding of the power that lies within you. The good news is: it's easier than you may think.

S1 SATURDAY 9:30 A.M.-11:30 A.M.
 TBA 11/4

**Unlock Your Mind-
 Body Connection with
 Clinically Proven Self-Hypnosis**
SLF-546B **\$59**

Major medical journals now recognize hypnosis as a legitimate and powerful clinical tool, citing proof positive that it can help ease chronic pain, lessen the side effects of chemotherapy, counteract anxiety and sleep disorders, and much more. With this Unlock Your Mind-Body Connection with Clinically Proven Self-Hypnosis, Joshua W. Utomo, M.Div., Nyp., C.Ht. presents the first comprehensive curriculum of its kind that helps you unlock the mind-body connection to optimize physical health, break unwanted habits, improve concentration and mental agility-whatever you set your mind to achieve. In this hands on and very practical program, you will join Mr. Utomo-an

international expert in the field of mind-body therapy-for a person and results-oriented course on this often misunderstood tool for health and well-being. Comparable hypnotherapy sessions with a private practitioner would cost thousands of dollars. Now, anyone interested in opening this doorway to healing has everything needed to get started at a fraction of the cost, with this very practical and hands-on course: Unlock Your Mind-Body Connection with Clinically Proven Self-Hypnosis.

S1 SATURDAY 1:00 P.M.-3:00 P.M.
TBA 12/9

**Hypnosis for Accelerated Learning:
Become the Genius in You
SLF-546C \$49**

Hypnosis can help you:

- Improve your concentration and study habits;
- Increase your memory, creativity, and overall academic performance;
- Achieve your sense of self-confidence;
- Eliminate test anxiety once and for all

You owe it to yourself and those you love to take advantage of this spectacular educational tool. The fantastic power of the subconscious mind influences nearly every aspect of human behavior. It can cause sickness, fear, needless anxiety, lack of self-confidence and creativity. Yet, properly harnessed through hypnosis, the same power, deep within each of us, can bring about the profound changes for the better- Come and learn in this fun-relaxed -yet-most rewarding course to achieve the goals you set for yourself.

S1 SATURDAY 9:00 A.M.-2:00 P.M.
TBA 9/9

**Substance Abuse or Alcoholism
in your Family?
SLF-548 \$49**

Is there someone close to you who has a problem with substances and alcohol? How do you cope with the Problem and the Person? This course is designed to help people understand the disease of alcoholism and addiction and will provide a family member or friend with some coping mechanisms that will help them give positive support to the alcoholic and themselves. Learn about the causes and symptoms of alcoholism. Learn about the process of addiction. Discuss how you have been affected by the disease of alcoholism and what you can do about it. Discover the tools that can help you educate yourself and regain your power and your peace of mind.

S1 SATURDAY 9:30 A.M.-12:30 P.M.
TBA 9/16
S1 SATURDAY 9:30 A.M.-12:30 P.M.
TBA 10/21
S1 SATURDAY 9:30 A.M.-12:30 P.M.
TBA 11/18

**Seniors-Thank Goodness
it's Senior Friday!**

**Fitness for Seniors
SRN-051 \$57**

Increase your fitness level while having fun! Exercise improves cardio vascular endurance, increases strength and muscle mass and improves flexibility. This easy class is specifically designed for seniors who want to get into shape or maintain a healthy lifestyle through fitness. This course is for those aged 60 and above.

01 FRIDAY 10:00 A.M.-11:30 A.M.
TBA 9/15-10/6

**Intro to Computers for Seniors
SNR-201E \$59**

If you are a new computer user come to this class and learn the basics of Windows, word processing, spreadsheets, and the Internet with other students just like you. Using hands-on exercises in a lab setting, this class will gently nudge you into the computer age. This course is for those aged 60 and above.

01 FRIDAY 10:00 A.M.-12:30 P.M.
D102 10/13-11/3

Web Design

The following set of courses when successfully mastered, can lead to a new career in web design. If taken in sequence, as scheduled, the program can be completed in one semester. To earn a certificate all courses in this sequence must be completed. For more information, contact the Community Education Office.

**HTML for Web Design
WBD-215A \$179**

HTML is the language that holds your web page together. It is a simple language and a good starting point to understand how web pages show up in your browser. We will cover the basics starting from how to build a simple page through how to build tables. Topics covered include: hyper links, page layout, adding images, rollovers, and we will also touch on the new page layout styles.

H1 THURSDAY 6:00 P.M.-9:00 P.M.
MAC LAB 9/14-10/5

**Photoshop I
WBD-216D \$179**

This class introduces the features of Adobe Photoshop. The participants will learn to manipulate and repair photographic images as well as understand the use of layers and type. Discussion of files, sizes, and Internet-specific design is included. Prerequisite: Basic computer knowledge.

T1 TUESDAY 6:00 P.M.-9:00 P.M.
MAC LAB 9/12-10/24

Photoshop II-Image Ready

WBD-216E \$179

This class further explores the features of Adobe Photoshop. Discussion of print versus Internet-specific design is included as well as simple animation and use of brushes. Prerequisite: Photoshop I (NCD-216D) or intermediate Photoshop experience.

T1 TUESDAY 6:00 P.M.-9:00 P.M.
MAC LAB 10/31-12/12

Dreamweaver I

WBD-218A \$179

This course will teach you how to use and understand the strengths and weaknesses of Dreamweaver as a website building tool. The participant will learn how to set up a website, use templates and the content management system built into Dreamweaver. Prerequisite: HTML (NCD-215A) or beginning Dreamweaver (NCD-218) or Front Page experience.

H1 THURSDAY 6:00 P.M.-9:00 P.M.
MAC LAB 10/12-11/2

Web Design and Usability Seminar

WBD-220 \$157

This is a discussion class where we will explore the goods and bad of web design on the Internet today. We will learn where to get answers to questions and what makes a good website. We will also look at Search Engine Optimization. Prerequisite: Basic computer skills or website design experience.

W1 WEDNESDAY 6:00 P.M.-9:00 P.M.
MAC LAB 10/11-11/1

Beginning CSS

WBD-221 \$157

How to use CSS for visual website layout and font specification. Where the bugs are in the modern browsers and how to work around them to make your website functional and standards compliant. Prerequisites: HTML (NCD-215A) and Dreamweaver (NCD-218) or intermediate web design experience

W1 WEDNESDAY 6:00 P.M.-9:00 P.M.
MAC LAB 11/8-11/29

Workplace and Career Education

ServSafe Food Service Safety Certificate

WCE-101 \$87

No operation is exempt from a dangerous food borne illness outbreak. So training in food safety, storing, preparing, cooking, serving, cleaning and sanitizing is vital. This certificate prepares individuals for the ServSafe examination. Once course is completed you will receive a certification of completion. This certificate is a must for food service personnel in all healthcare facilities, childcare centers, and restaurants.

S1 SATURDAY 8:00 A.M.-4:00 P.M.
TBA 9/23 & 9/30

S2 SATURDAY 8:00 A.M.-4:00 P.M.
TBA 10/28 & 11/4

S3 SATURDAY 8:00 A.M.-4:00 P.M.
TBA 12/2 & 12/9

Special Events Planner Certificate

WCE-103 \$399

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

W1 WEDNESDAY 6:00 P.M.-9:00 P.M.
TBA 9/20-10/25

Intro to Maya

WCE-112 \$497

This course focuses on the basics of 3D computer graphics using Alias Wavefront's Maya. Students are introduced to the Maya interface and philosophy and 3D modeling, texturing, lighting and rendering. Lectures will cover the application of these tools in the film, television and game industries.

W1 WEDNESDAY 6:00 P.M.-9:00 P.M.
TBA 9/13-12/13

Voice Acting...

(How to Earn A Living With Your Voice)

WCE-200 \$69

Have you ever wondered whose voice you are listening to on TV and radio commercials? How about documentaries or audio books? You too can become a professional voice actor! This fun, informative, and empowering class will teach you all the fundamentals of entering a successful career as a professional voiceover artist. We will discuss the many details of the voiceover industry, our philosophy of marketing, the importance of your voiceover demo, and much more. An always-appreciated in-depth question and answer session will follow. Our producer will then coach you, and everyone will get to make a recording of his or her voice in the classroom. In this workshop you will learn all the ins and outs of this huge and lucrative industry. Be warned, many who have taken this class have become real, bona-fide, professional voice actors. Come ready to laugh, learn, and be inspired.

T1 TUESDAY 6:00 P.M.-9:00 P.M.
TBA 12/5

Bartending

WCE-301

\$195

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

W1	WEDNESDAY	6:00 P.M.-9:00 P.M.
	TBA	9/27-11/15

Tips-Alcoholic Awareness

WCE-301A

\$65

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

W1	WEDNESDAY	5:00 P.M.-10:00 P.M.
	TBA	12/6

Home Inspector Pre-Licensing

WCE-472A

\$650

This course is designed to provide participants with the prerequisite information needed to prepare for the Massachusetts Home Inspector Licensing Examination. Course participants should have general knowledge of good building standards in all areas of housing. This course will include quizzes covering each subject matter

area and two major examinations to help you prepare for the state exam. Also included in this course are two actual home inspections in which participants will participate. Required Code Books are available in the College Bookstore.

W1	WEDNESDAY	6:00 P.M.-9:00 P.M.
	TBA	9/13-12/20

Real Estate Sales

WCE-473

\$211

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

W1	WEDNESDAY	6:00 P.M.-9:00 P.M.
	TBA	9/13-11/1
S1	SATURDAY	9:00 A.M.-5:00 P.M.
	TBA	9/16-9/30
S2	SATURDAY	9:00 A.M.-5:00 P.M.
	TBA	10/7-10/21

Real Estate for Brokers and Salespersons

WCE-474F

\$139

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

S1	SATURDAY	8:30 A.M.-12:30 P.M.
	TBA	10/28-11/18
S2	SATURDAY	8:30 A.M.-12:30 P.M.
	TBA	12/2-12/16



at Bunker Hill Community College

Web-based training and testing services accessible at home, at work, or right here in Charlestown. Expand your skills for your present job, working at your own time and pace.
<http://www.bhcc.mass.edu/ACT>

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

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

Get Credit for your knowledge!

CLEP and Dantes testing also available at the center.

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

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

**Ophthalmic Assisting Program
WCE-911 \$329**

This 42-hour course will introduce the student to the basic knowledge needed for a career in ophthalmic medical assisting. This growing field is one in which the assistant works independent of the ophthalmologist preparing patients for their eye exams. Topics to be covered include anatomy and physiology of the eye, medical terminology, ocular disease and pharmacology as well as hands-on skills. Some courses will be held in the offices of local ophthalmologists. Prerequisite: High school graduate, English language proficiency, high school algebra, ophthalmic experience or medical assisting background desirable but not necessary. Required book: Ophthalmic Medical Assisting. If you do not have this book, please tell when registering. The teacher will bring the book (cost \$85) and is payable at the first class session.

M1	MONDAY	6:00 P.M.-9:00 P.M.
	E451	9/11-12/18*
		*NO CLASS 10/9

Small Business Start-up Workshop


**Learning the Basics...
An Overview of Starting a Small Business
SBW-101 \$49**

Small businesses are like homes. Whether you're building a new one or making changes to an existing one, two things are critical: Having expert advice and the right tools for the job. This workshop series addresses effectively managing your cash flow, setting up business and marketing plans, insurance issues, legal and licensing insights, and more. Space is limited so register early.


be successful

Learn about real estate,
become an event planner
or start your own business.

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



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



S1	SATURDAY	9:00 A.M.-12:00 P.M.
	TBA	9/23
W1	WEDNESDAY	6:00 P.M.-9:00 P.M.
	TBA	9/20

**Writing a Business Plan
SBW-103 \$259**

After learning the basics, this workshop will cover everything you need to write your business plan from start to finish. This workshop will lead participants every step of the way. The goal of each participant is to complete their personal business plan by the end of the six weeks. Space is limited so register early.

W1	WEDNESDAY	6:00 P.M.-8:00 P.M.
	TBA	10/4-11/8

**Start an Online Business from Scratch
SBW-105 \$89**

Got an idea for an online business? This workshop covers everything you need to know about how to get started, including marketing your new website and how to avoid marketing scams. While the session is designed primarily for those planning on starting a business, those already doing a business online can benefit as well.

S1	SATURDAY	9:00 A.M.-12:00 P.M.
	TBA	10/21

Writing

**Effective Business Writing
WRT-400B \$99**

This course is for those who want to improve their written communication skills. It doesn't matter whether you are a clerical worker, an engineer, or an executive. If you communicate with others, this course can help you identify and eliminate problem areas of written communication. By the end of this course, you will know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your last, well-chosen word.

H1	THURSDAY	6:00 P.M.-9:00 P.M.
	TBA	9/7-9/28
W1	WEDNESDAY	6:00 P.M.-9:00 P.M.
	TBA	10/4-10/25
H2	THURSDAY	6:00 P.M.-9:00 P.M.
	TBA	11/2-11/30
W2	WEDNESDAY	6:00 P.M.-9:00 P.M.
	TBA	12/6-12/27

Youth Education

**Study Skills
YTH-457 \$49**

Learn organized study skills. Topics include time management, note taking, memory retention, test taking and outlining. Find out how to work and study smarter. This course will also help you to gain the skills and confidence needed to improve your school performance. It will also

help you with organization, goal setting, and time management. Learn effective listening, note taking, and test taking skills. Develop methods to study smarter and “C” how to turn a “B” into an “A”.

S1 SATURDAY 9:30 A.M.-12:30 P.M.
TBA 9/23

**SAT Prep Math
YTH-460 \$77**

This course will assist you in reviewing math skills and test-taking strategies needed to excel on the SAT I test. The math course is recommended for students who are currently taking or have taken geometry. Students are required to bring a calculator to class. Text required.

S1 SATURDAY 10:00 A.M.-12:00 P.M.
TBA 9/9-10/28
S2 SATURDAY 1:30 P.M.-4:00 P.M.
TBA 11/4-12/16*
*NO CLASSES ON 11/25

**ACT Math Prep
YTH-460A \$77**

This course is designed to assist students in mastering the math questions on the SAT and ACT. Topics covered will include a review of arithmetic, algebra, geometry, basic statistics and test taking techniques. Text required.

S1 SATURDAY 10:00 A.M.-12:00 P.M.
TBA 9/9-10/28

S2 SATURDAY 1:30 P.M.-4:00 P.M.
TBA 11/4-12/16*
*NO CLASSES ON 11/25

**SAT Prep Verbal
YTH-461 \$77**

This course will assist you in reviewing writing and reading skills and test-taking strategies needed to excel on the SAT I test. Text required. Senior adult and disabled retiree tuition waivers apply.

S1 SATURDAY 1:30 P.M.-3:30 P.M.
TBA 9/9-10/28
S2 SATURDAY 9:30 A.M.-12:00 P.M.
TBA 11/4-12/16*
*NO CLASSES ON 11/25

**ACT Verbal Prep
YTH-461A \$77**

This course is designed to prepare students for reading and writing sections of the Sat and ACT. Topics include reading, writing, English, and test-taking techniques. Text required

S1 SATURDAY 1:30 P.M.-3:30 P.M.
TBA 9/9-10/28
S2 SATURDAY 9:30 A.M.-12:00 P.M.
TBA 11/4-12/16*
*NO CLASSES ON 11/25



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

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

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

Services include:

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

Select training topics include:

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

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

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



GATLIN EDUCATION SERVICES

ONLINE COURSE CATALOG

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

INTRODUCTION

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

Healthcare

Business

Construction/Automotive Technology

Networking and CompTIA™ Certification Prep

Microsoft Certification Prep

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

HOW TO REGISTER

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

CALL 617-228-2462

Or visit

BHCC's Office of Community Education

Room M107

BHCC Charlestown Campus

250 New Rutherford Ave.

Boston, MA 02129

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CONSTRUCTION/AUTOMOTIVE TECHNOLOGY PROGRAMS

WCE-472 Home Inspection Certificate

Hours-200 ~ Price-\$1,895

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

WCE-477 HVAC Technician Certificate

Hours-320 ~ Price-\$2,895

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

WCE-479 Modern Automotive Service Technician

Hours-380 ~ Price-\$2,495

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

MICROSOFT CERTIFICATION TRAINING PROGRAMS

CPT-301 Microsoft Certified Database Administrator (MCDBA)

Hours-460 ~ Price-\$2,995

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

CPT-303 Microsoft Certified System Administrator 2003 (MCSA)

Hours-440 ~ Price-\$2,395

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

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

Hours-340 ~ Price-\$2,095

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

CPT-307 Microsoft Certified System Engineer 2003 (MCSE)

Hours-700 ~ Price-\$3,195

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

NETWORKING AND Comp TIA™ CERTIFICATION PROGRAMS

CPT-401 Comp TIA™ A+ Certification Training

Hours-160 ~ Price-\$1,495

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

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

Hours-80 ~ Price-\$1,595

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

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

Hours-300 ~ Price-\$2,095

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

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

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

Hours-80 ~ Price-\$1,295

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

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

CPT-409 Comp TIA™ Security+ Certification Training

Hours-120 ~ Price-\$1,495

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

New Loans!

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

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

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

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

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

Hours of operations vary from center to center.

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

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

SOCIAL SECURITY NUMBER

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DATE OF BIRTH

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GENDER

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STUDENT'S LAST NAME

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AREA CODE & HOME PHONE

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AREA CODE & WORK PHONE

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AREA CODE & MOBILE PHONE

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

OPTIONAL INFORMATION (NOT REQUIRED)

With which ethnic background do you most clearly identify yourself?

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

First semester attended BHCC? FALL SPRING SUMMER YEAR _____

METHOD OF PAYMENT

- Check Money Order
 VISA MASTERCARD DISCOVER

NAME _____

ACCOUNT NUMBER _____

EXPIRATION DATE _____

SIGNATURE _____

How to register for Gatlin Online Courses

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

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

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

SIGNATURE _____ DATE _____