

# Community Education

Charlestown  
Chelsea

Summer 2007

Bunker Hill Community College



# BHCC Summer 2007 Community Education

## Register Early

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

## How to Register For Community Education Courses

### Walk-in

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

**Monday - Wednesday: 8:30 a.m. - 7:00 p.m.**

**Thursday: 11:00 a.m. - 7:00 p.m.**

**Friday: 8:30 a.m. - 4:00 p.m.**

### Mail-in

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

**Division of Community Education, M107  
Bunker Hill Community College  
250 New Rutherford Ave.  
Boston, MA 02129-2925**

A confirmation will be mailed to you.

### Fax-in

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

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

### Phone-in

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

A confirmation will be mailed to you.

## Parking Permits

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

## To Purchase a Permit

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

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

Permits are on sale beginning June 8, 2007, at the Student Payment Office.

## Refund Policy

Students may cancel enrollment in a Community Education course within five (5) working days prior to the first class meeting and receive a 100% refund. No refunds will be given after that time. Non-attendance in a course does not constitute cancellation of enrollment.

As of March 2007, **all** Bunker Hill Community College students will receive a BHCC OneCard from Higher One. These cards act as both official BHCC Student ID Cards and are now the only means for obtaining refunds for students not paying by credit card.

If you have not paid by credit card, in order to receive your refund you must activate your BHCC OneCard from Higher One ([www.bhcconecard.com](http://www.bhcconecard.com)), which will allow you to obtain your refund. For assistance, please call 877-479-1731.

If you have paid by credit card, the usual crediting of your account will be handled automatically by the Student Payment office and you should see the credit on your next statement.

For further assistance, please call 617-228-2213.

## Campus Locations

### Charlestown Campus

**250 New Rutherford Avenue**

**Boston, Massachusetts 02129-2925**

### Chelsea Campus

**175 Hawthorne Street**

**Bellingham Square**

**Chelsea, Massachusetts 02150-2917**

## Campus Accessibility

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

# Summer 2007

## Community Education Non-Credit

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### Table of Contents

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Registration Information ..... Inside Cover

### Schedule of Courses

Basic English as a Second Language/BSL ..... page 2

Computers ..... page 4

Dance ..... page 5

Fitness, Safety, Recreation ..... page 5

Workplace and Career Education ..... page 7

Gatlin Education Services - Online Courses ..... page 9

*Hit the road  
with our  
**Motorcycle  
Safety  
Training**  
course*

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

Bunker Hill Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation or disability status in its education programs or in admission to, access to, treatment in or employment in its programs or activities as required by Title VI, Civil Rights Act of 1964; Title IX Education Amendments of 1972; and Section 504 Rehabilitation Act of 1973 and regulations promulgated thereunder; 34 C.F.R Part 100 (Title VI), Part 104 (Section 504). All inquiries concerning application of the above should be directed to the college's Affirmative Action Officer, Pelonomi Khumoetsile-Taylor, who is also the Title IX and Section 504 Coordinator.

## English as a Second Language/Basic

To register for any non-credit Basic English as a Second Language course, students must first take a placement test in the Assessment Center, Room B109. Courses are offered in a 9-week format. Classes begin June 4, 2007 and will end August 3, 2007.

### Basic Language Literacy I BLL-001

**\$187**

This is a literacy course for non-native speakers of English. Students will 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 will learn introductory grammar structures.

K1	TUESDAY,THURSDAY D210	9:00 A.M.-11:30 A.M. TBA
P1	MONDAY,WEDNESDAY 208	6:00 P.M.-8:30 P.M. TBA
CLASS MEETS AT THE CHELSEA CAMPUS		

### Basic Conversation BLL-002

**\$187**

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

K1	MONDAY,WEDNESDAY M105A	9:00 A.M.-11:30 A.M. TBA
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## be smart

Study to be an  
Ophthalmic Assistant,

Become a wedding planner  
or home inspector,

Take a Gatlin on-line course  
in healthcare.

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



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[www.bhcc.mass.edu/CE](http://www.bhcc.mass.edu/CE)



P1	TUESDAY,THURSDAY 207	6:00 P.M.-8:30 P.M. TBA
CLASS MEETS AT THE CHELSEA CAMPUS		

### 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.

K1	TUESDAY,THURSDAY B130	9:00 A.M.-11:30 A.M. TBA
L1	MONDAY,WEDNESDAY B128	6:00 P.M.-8:30 P.M. TBA
N1	MONDAY,WEDNESDAY 209	9:00 A.M.-11:30 A.M. TBA
CLASS MEETS AT THE CHELSEA CAMPUS		
P1	TUESDAY,THURSDAY 204	6:00 P.M.-8:30 P.M. TBA
CLASS MEETS AT THE CHELSEA CAMPUS		

### 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.

K1	MONDAY,WEDNESDAY M104	9:00 A.M.-11:30 A.M. TBA
L1	TUESDAY,THURSDAY B107	6:00 P.M.-8:30 P.M. TBA
N1	TUESDAY,THURSDAY 209	9:00 A.M.-11:30 A.M. TBA
CLASS MEETS AT THE CHELSEA CAMPUS		
P1	MONDAY,WEDNESDAY 206	6:00 P.M.-8:30 P.M. TBA
CLASS MEETS AT THE CHELSEA CAMPUS		

### Grammar/Vocabulary I BSL-003

**\$187**

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

L1	MONDAY,WEDNESDAY M105A	6:00 P.M.-8:30 P.M. TBA
N1	FRIDAY 209	9:00 A.M.-2:00 P.M. TBA
CLASS MEETS AT THE CHELSEA CAMPUS		

## 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.

K1	MONDAY,WEDNESDAY B221	9:00 A.M.-11:30 A.M. TBA
L1	MONDAY,WEDNESDAY B222	6:00 P.M.-8:30 P.M. TBA
P1	MONDAY,WEDNESDAY 205	6:00 P.M.-8:30 P.M. TBA

CLASS MEETS AT THE CHELSEA CAMPUS

## 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.

K1	TUESDAY,THURSDAY B222	9:00 A.M.-11:30 A.M. TBA
L1	TUESDAY,THURSDAY B118	6:00 P.M.-8:30 P.M. TBA
P1	TUESDAY,THURSDAY 209	6:00 P.M.-8:30 P.M. TBA

CLASS MEETS AT THE CHELSEA CAMPUS

## 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.

K1	MONDAY,WEDNESDAY B222	9:00 A.M.-11:30 A.M. TBA
L1	MONDAY,WEDNESDAY B223	6:00 P.M.-8:30 P.M. TBA
N1	MONDAY,WEDNESDAY 203	9:00 A.M.-11:30 A.M. TBA

CLASS MEETS AT THE CHELSEA CAMPUS

## 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.

K1	TUESDAY,THURSDAY B221	9:00 A.M.-11:30 A.M. TBA
L1	TUESDAY,THURSDAY B129B	6:00 P.M.-8:30 P.M. TBA
N1	TUESDAY,THURSDAY 203	9:00 A.M.-11:30 A.M. TBA

CLASS MEETS AT THE CHELSEA CAMPUS

## Grammar and Vocabulary II

### BSL-012

**\$187**

This course is for BSL010 and BSL011 students who wish to improve their grammar and vocabulary skills. Students will practice their grammar skills by speaking about interesting topics and improve their vocabulary skills with pronunciation drills.

L1	MONDAY,WEDNESDAY M104	6:00 P.M.-8:30 P.M. TBA
N1	FRIDAY 203	9:00 A.M.-2:00 P.M. TBA

CLASS MEETS AT THE CHELSEA CAMPUS

## be adventurous

Hit the road with a motorcycle safety course,

Learn a new language like Italian or Chinese,

Take a bartending or belly dancing class.

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



**Bunker Hill  
Community College**

imagine the possibilities

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**Computer Literacy I  
BSL-020**

**\$187**

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

L1 TUESDAY,THURSDAY 6:00 P.M.-8:30 P.M.  
D120 TBA

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

**Computers**

**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.

C1 MONDAY 6:00 P.M.-9:00 P.M.  
D121A 7/9-8/6

**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.

C1 TUESDAY 6:00 P.M.-9:00 P.M.  
D115 7/10-8/14

**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.

C1 WEDNESDAY 6:00 P.M.-9:00 P.M.  
D121A 6/6-7/18\*  
\*NO CLASS ON 7/4

**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)

J1 THURSDAY 6:00 P.M.-9:00 P.M.  
D121A 7/19-8/23

**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.

J1 MONDAY 6:00 P.M.-9:00 P.M.  
D120 7/16-8/20

**Microsoft PowerPoint  
CPT-208**


**\$107**

This course offers a step-by-step approach for learning how to design, create, edit, and enhance presentations

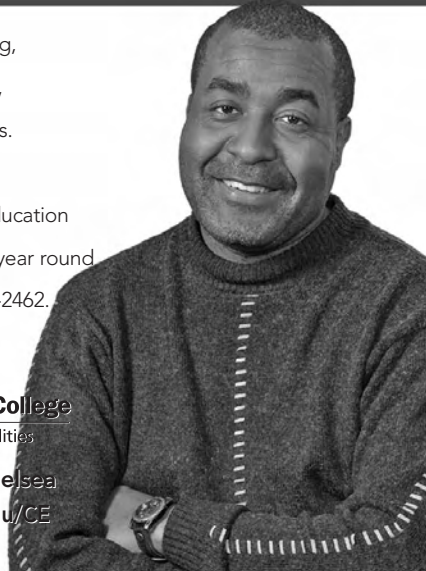
be resourceful

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

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



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using Microsoft PowerPoint. At the end of this course students will be able to plan, create, view, and run a PowerPoint presentation.

J1 WEDNESDAYS 6:00 P.M.-9:00 P.M.  
D121A 7/25-8/29

## 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.

A1 SATURDAY 1:00 P.M.-3:00 P.M.  
M105A+B 6/9-7/14

### Intermediate Belly Dancing DAN-620A

**\$75**

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

B1 SATURDAY 1:00 P.M.-3:00 P.M.  
M105A+B 7/21-8/25

### Mother/Daughter Belly Dancing DAN-620B

**\$49**

Learn the Ancient Art of Belly Dancing. Develop strength, flexibility, coordination, while learning simple combinations. Wear loose comfortable clothes with sneaker/ballet slippers, and bring a yoga/exercise mat to class. Children ages 5-11.

A1 SATURDAY 3:00 P.M.-4:00 P.M.  
M105A+B 6/9-7/14

## Fitness, Safety, Recreation

### CPR for Health Care Provider FSR-106

**\$77**

This one-day course covers the basic skills needed to treat air breathing, and cardiac emergencies in adult, children, and infants. Included in the skills are one- and two-person

CPR, use of a mask for ventilation and the use of automated external defibrillator. Upon successful completion the participant will be issued an American Heart Association CPR card at the Health Care Provider Level and is good for two years. Text available at BHCC Bookstore.

B1 SATURDAY 8:00 A.M.-4:30 P.M.  
TBA 7/21

B2 SATURDAY 8:00 A.M.-4:30 P.M.  
TBA 8/18

### Golf for Everyone FSR-506

**\$75**

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

C1 THURSDAY 6:30 P.M.-8:30 P.M.  
TBA 6/14-7/12

J1 THURSDAY 6:30 P.M.-8:30 P.M.  
TBA 7/19-8/9

### 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.

## be active

Learn to play golf,  
take tennis classes,  
or enroll in a CPR for  
Health Care Provider Class.

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



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A1 SATURDAY 10:00 A.M.-1:00 P.M.  
FIELD 6/23-7/14

**Coed-Adults Low Impact  
Aerobic Workout  
FSR-615**

**\$49**

Get a great cardio workout while burning calories and strength training all the basic areas of the upper and lower body. Floor exercises included. Wear loose comfortable clothes, sneakers and bring a yoga/exercise mat to class. Ages 12+

A1 SATURDAY 4:00 P.M.-5:00 P.M.  
M105A+B 6/9-7/14

**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.

C1 TUESDAY 6:00 P.M.-9:00 P.M.  
M105 A+B 6/5-7/10

J1 THURSDAY 6:00 P.M.-9:00 P.M.  
M105 A+B 7/19-8/23


A1 SUNDAY 1:00 P.M.-4:00 P.M.  
M105 A+B 7/8-7/29

## be ready



Learn computer skills  
Take bookkeeping,  
or become a travel agent.

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



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Community College**  
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**Basic Rider Course/  
Motorcycle Safety Training  
FSR-725**

**\$275**

This is a 15-hour course (5 hours of classroom study and 10 hours of riding) designed to teach the challenge of motorcycling. Classroom sessions will cover motorcycle controls, basic riding skills, street strategies, turning and braking techniques, and dangers of impaired. Riding sessions will cover straight line riding, turning, shifting, and stopping as well as crash avoidance maneuvers. Training motorcycle (250cc or less), helmets, and course books are provided in tuition. Participants must have motorcycle learner's permit. Classes are on weekends from April to October. For more information please contact the Community Education Division at 617-228-2462 or e-mail [commmed@bhcc.mass.edu](mailto:commmed@bhcc.mass.edu). To register for the course please contact Ironstone Ventures at 508-278-0172 or visit [www.ironstoneventures.com](http://www.ironstoneventures.com).

**Workplace and Career  
Education**

**Wedding Planning  
WCE-103**

**\$211**

A wedding planner must be able to remain calm in the face of adversity. Of course, he or she must be personable and, as mentioned earlier, a good negotiator. You are the mouthpiece for the bride and groom when it comes to ordering flowers, hiring a band and photographer, finding a caterer, etc. You must be able to get them the best service for the lowest price – your reputation will depend on it. Establishing good connections will help ensure that you get good deals. That's not all. Running your own business, as well as handling someone else's money, requires that you be adept at handling finances.

C1 WEDNESDAY 6:00P.M.-8:00P.M.  
TBA 6/6-7/25\*  
\*NO CLASS ON 7/4

**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.

C1 WEDNESDAY 6:00 P.M.-9:00 P.M.  
TBA 6/20-7/25\*  
\*NO CLASS ON 7/4

J1 SUNDAY 1:00 P.M.-4:00 P.M.  
TBA 7/22-8/26

**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.

J1 WEDNESDAY 5:00 P.M.-10:00 P.M.  
TBA 8/8

**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.

C1 WEDNESDAY 6:00 P.M.-9:00 P.M.  
TBA 6/13-8/8\*  
\*NO CLASS ON 7/4

B1 SATURDAY 9:00 A.M.-5:00 P.M.  
TBA 8/11-8/25

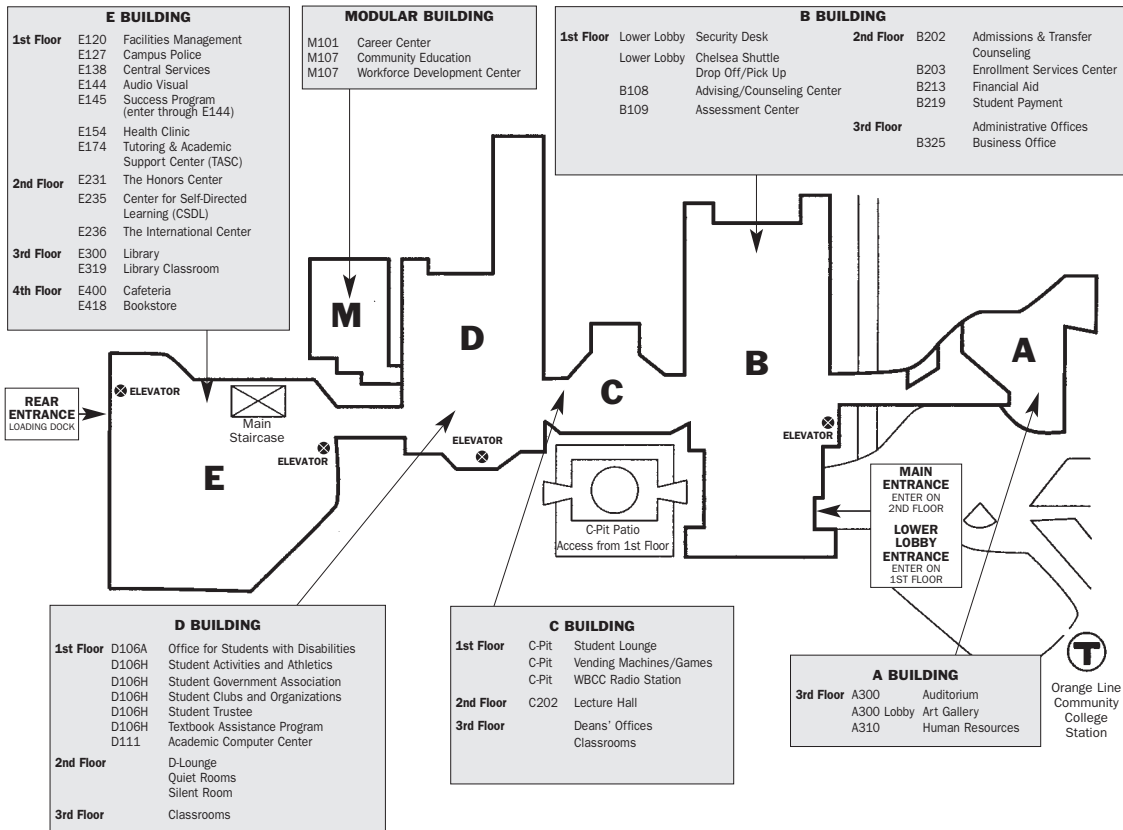
**Real Estate for Brokers and Salespersons  
WCE-474F**

**\$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.

C1 TUESDAY 6:00 P.M.-8:00 P.M.  
TBA 6/12-7/17

**Bunker Hill Community College  
Charlestown Campus Interior Map**





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

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

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

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

**Get Credit for your knowledge!**

CLEP and Dantes testing also available at the center.

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

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



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

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

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

**Services include:**

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

**Select training topics include:**

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

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

**E-mail us at [training@bhcc.mass.edu](mailto:training@bhcc.mass.edu) and visit our website at [www.bhcc.mass.edu](http://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](http://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 style="text-align: center;"><b>JobNet</b></p> <p>210 South Street 2nd Floor Boston, MA 02111  617.338.0809 800.5JOBNET</p>	<p style="text-align: center;"><b>The Work Place</b></p> <p>99 Chauncy Street Boston, MA 02111  617.737.0093 800.436.WORK (9675) TTY #: 617.428.0390</p>	<p style="text-align: center;"><b>Employment and Training Resources</b></p> <p>201 Boston Post Road West Suite 200 Marlborough, MA 01752  508.786.0928</p>	<p style="text-align: center;"><b>Employment and Training Resources</b></p> <p>275 Prospect Street Norwood, MA 02062  781.769.4120</p>
<p style="text-align: center;"><b>Boston Career Link</b></p> <p>1010 Harrison Avenue Boston, MA 02119  617.536.1888 TTY#: 617.867.4687</p>	<p style="text-align: center;"><b>Career Source</b></p> <p>186 Alewife Brook Parkway Cambridge, MA 02138  617.661.7867 888.454.9675</p>	<p style="text-align: center;"><b>Employment and Training Resources</b></p> <p>288 Walnut Street Suite 130 Newtonville, MA 02460  617.928.0530</p>	<p style="text-align: center;"><b>The Career Place</b></p> <p>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](http://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.

