



Bunker Hill Community College

COMMUNITY EDUCATION
NON-CREDIT COURSES

SUMMER '09



BHCC Summer 2009 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 registering for CE courses 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:

Mondays - Wednesdays: 8:30 a.m. - 7:00 p.m.

Thursdays: 11:00 a.m. - 7:00 p.m.

Fridays: 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:

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

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 8:45 a.m.-4:30 p.m., Monday-Friday. Students registering by phone should have their course selection and credit card information available.

A confirmation will be mailed to you.

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. Change of work schedule or daycare issues or non-attendance in a course does not constitute cancellation of enrollment.

- (1) All Bunker Hill Community College students are now eligible for a BHCC OneCard from Higher 1. 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. Students desiring an OneCard should contact the library to have their photo taken and receive a card (with further instructions for activation) in the mail.

- (2) If you had not paid by credit card, in order to receive your refund you must activate your BHCC OneCard from Higher1 (www.bhcconecard.com), which will allow you to obtain your refund. For assistance, please call 877-479-1731
- (3) If you had 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.
- (4) If you simply desire an OneCard for identification purposes, just follow item #1 above.

For further assistance with OneCard, please call 617-228-2213

Parking Permits

Students enrolled in short-term (5 weeks or less) non-credit courses do not have to purchase a parking permit, but have to 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 6 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, American Express, Discover, MasterCard or Visa.

Permits are on sale at the Student Payment Office.

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 right in front of the Chelsea Campus in Bellingham Square.

Summer 09 Community Education Non-Credit

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*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 Basic English as a Second Language course, students must first take a placement test in the Assessment Center, Room B118.

Basic Language Literacy I BLL-001

\$219

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.

K5	LEC M105A	T,TH 9:00 A.M.-11:30 A.M. S. CLYNE
P5	LEC 208 CLASS MEETS AT THE CHELSEA CAMPUS	M,W 6:00 P.M.-8:30 P.M. C. MAGANA

Basic Conversation BLL-002

\$219

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.

P5	LEC 207 CLASS MEETS AT THE CHELSEA CAMPUS	T,TH 6:00 P.M.-8:30 P.M. P. BENEDICT
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Speak/Listen I BSL-001

\$219

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.

K5	LEC B130	T,TH 9:00 A.M.-11:30 A.M. S. SLOTEMAKER
L5	LEC B128	M,W 6:00 P.M.-8:30 P.M. B. FRANCOIS
N5	LEC 121 CLASS MEETS AT THE CHELSEA CAMPUS	M,W 9:00 A.M.-11:30 A.M. S. CLYNE
P5	LEC 204 CLASS MEETS AT THE CHELSEA CAMPUS	T,TH 6:00 P.M.-8:30 P.M. E. RAMOS

Read/Write I BSL-002

\$219

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.

K5	LEC M104	M,W 9:00 A.M.-11:30 A.M. TBA
L5	LEC B108	T,TH 6:00 P.M.-8:30 P.M. J. DANY JOACHIM
N5	LEC 209 CLASS MEETS AT THE CHELSEA CAMPUS	T,TH 9:00 A.M.-11:30 A.M. S. CLYNE
P5	LEC 206 CLASS MEETS AT THE CHELSEA CAMPUS	M,W 6:00 P.M.-8:30 P.M. S. SLOTEMAKER

Grammar/Vocabulary I BSL-003

\$219

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.

L5	LEC M105A	M,W 6:00 P.M.-8:30 P.M. M. GREEN
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Speak/Listen II BSL-005

\$219

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.

K5	LEC B221	M,W 9:00 A.M.-11:30 A.M. S. SLOTEMANER
L5	LEC B222	M,W 6:00 P.M.-8:30 P.M. C. DINE
P5	LEC 205 CLASS MEETS AT THE CHELSEA CAMPUS	M,W 6:00 P.M.-8:30 P.M. P. BENEDICT

Read/Write II BSL-006

\$219

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.

K5	LEC B222	T,TH 9:00 A.M.-11:30 A.M. P. SHUTE
L5	LEC B112	T,TH 6:00 P.M.-8:30 P.M. P. DUDENEY
P5	LEC 206 CLASS MEETS AT THE CHELSEA CAMPUS	T,TH 6:00 P.M.-8:30 P.M. B. O'BRIEN

Speak/Listen III BSL-010

\$219

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.

K5	LEC B222	M,W 9:00 A.M.-11:30 A.M. K. PRINCE
L5	LEC B223	M,W 6:00 P.M.-8:30 P.M. J. MINEAR
N5	LEC 203	M,W 9:00 A.M.-11:30 A.M. B. CONROY

CLASS MEETS AT THE CHELSEA CAMPUS

**Read/Write III
BSL-011** **\$219**

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.

K5	LEC B221	T,TH 9:00 A.M.-11:30 A.M. K. PRINCE
L5	LEC B129B	T,TH 6:00 P.M.-8:30 P.M. L. PALAZZO
N5	LEC 203	T,TH 9:00 A.M.-11:30 A.M. B. CONROY

CLASS MEETS AT THE CHELSEA CAMPUS

**Grammar and Vocabulary II
BSL-012** **\$219**

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.

L5	LEC M104	M,W 6:00 P.M.-8:30 P.M. L. CAWTHORNE
N5	LEC TBA	TH 9:00 A.M.-2:00 P.M. W. BLYTHE

Before BSL students can enter academic ESL courses, they must take a placement test in the Assessment Center, Room B118.

**English for Job Search
BSL-052** **\$219**

This course is for students who want to improve their English language ability for the purpose of job search. Using the job search process as a context, students will work to improve their English language skills. Students will practice speaking skills for job interviews, speaking on the telephone with employers, leaving messages for employers, inquiring over the phone about job positions, and walking into places of employment to inquire about job positions. Short writing assignments will help students improve their ability to organize and formulate their thoughts for the purpose of developing their speaking skills during a job search. Working in pairs and groups, students will practice the speaking skills they need for a successful job search. As well, students will practice writing cover letters, follow-up letters to job interviews, and thank-you notes. With guidance and instruction, students will continually work on preparing a résumé and writing cover letters. Using job search as a language function, stu-

dents will work to improve their overall English language ability. Prerequisites: BESL Level 3 – Moderate ability to use Word, email, and the Internet

L1	LEC TBA	T,TH 6:00 P.M.-8:30 A.M. S. BLOOMBERG
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Ready for the GED?

Think you are ready for the GED but want to be sure before you register and pay the \$65 for the test? Find out by taking the official Assessment Test at the Charlestown Campus in room B118. After testing, you will know whether you are ready for the test or need referral to either a program or GED course for further preparation.

**General Educational Development (GED)
Preparation
NCD-104A** **\$225**

Prepare for the State Department of Education's High School Diploma Equivalency Examination. Students will take practice tests and develop individualized study plans. Beginning with diagnostic testing, instruction focuses on writing, reading, math, science and social studies. Students will use up to date textbooks/workbooks and calculators which are not included in the fee. Separate fee for testing. Meets twice a week

C1	TUESDAY, THURSDAY TBA	6:00 P.M.-8:30 P.M. 6/2-8/4
OL	FOR USERNAME AND PASSWORD GO TO WWW.BHCC.MASS.EDU/MYCOURSEACCESS	

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

Open yourself to "la vie en rose". This interactive online course is designated to teach you basic French. The major focus is to speak comfortably about a number of subjects ranging from food to likes and dislikes, concentrating less on grammatical comprehension and more on speaking ability. No prior knowledge of French is required.

OL	FOR USERNAME AND PASSWORD GO TO WWW.BHCC.MASS.EDU/MYCOURSEACCESS	
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Two sessions will be offered during the summer. Each session will be 5 weeks in length. The first one will start in June 8th, and end in July 17th, 2009: and the other one July 13th to August 21st, 2009

Computers

**Introduction to PC
CPT-201** **\$112**

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 USB drive to the first class meeting.

C1 THURSDAY 6:00 P.M.-9:00 P.M.
TBA 6/11-7/16

**Microsoft Word 2007
CPT-203 \$112**

This class introduces students to the basics of latest edition 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. Prerequisite: Basic computer knowledge and USB Drive.

J1 TUESDAY 6:00 P.M.-9:00 P.M.
TBA 7/21-8/25

**Microsoft Excel 2007
CPT-204 \$112**

Learn the latest edition of Excel. Use it 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: Basic computer knowledge and USB Drive.

C1 TUESDAY 6:00 P.M.-9:00 P.M.
TBA 6/2-7/14
NO CLASSES ON 6/17

**Microsoft Access 2007
CPT-206 \$112**

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. Prerequisite: Basic computer knowledge and USB Drive.

J1 THURSDAY 6:00 P.M.-9:00 P.M.
TBA 7/23-8/27

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.

A1 SATURDAY 9:00 A.M.-1:00 P.M.
TBA 6/20

B1 SATURDAY 9:00 A.M.-1:00 P.M.
TBA 8/15

**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 6/11-7/16

J1 THURSDAY 6:30 P.M.-8:30 P.M.
TBA 7/23-8/27

**Beginning - Intermediate 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. Please bring your own tennis racquets; some spare racquets will also be available. Tennis balls will be provided. Note: Our 4 tennis courts have been recently re-surfaced. Class is limited to 16 students.

A1 SATURDAY 10:00 A.M.-1:00 P.M.
FIELD 6/20-8/8

**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. On-site child care available if needed for an additional nominal fee.

C1 TUESDAY 6:00 P.M.-8:00 P.M.
M105 A+B 6/23-7/28

A1 SUNDAY 1:00 P.M.-4:00 P.M.
M105 A+B 8/1-8/22

**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 commed@bhcc.mass.edu. To register for the course please contact Ironstone Ventures at 508-278-0172 or visit www.ironstoneventures.com.

**Workplace & Career
Education**

**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.

C1	WEDNESDAY	6:00 P.M.-9:00 P.M.
	TBA	6/24-8/12

**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	6/17-7/22
B1	SUNDAY	1:00 P.M.-4:00 P.M.
	TBA	7/19-8/23

**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	8/26

**Pre License 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	6/17-8/5

ASSESSMENT CENTER – Walk-in Assessment Tests



**You may come in for your
assessment test during
these 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.
Saturday • 9:00 a.m. - 1:00 p.m.

Room B118, Charlestown Campus

Closed Saturdays during
June and July and holiday
weekends.

Call (617) 228-2377
for more information about
the Assessment Center Testing.

No Appointment is Necessary. • Allow 2 – 3 Hours For the Test. A Photo I.D. is Required

Information on BHCCOnline Courses

Students Enrolling in Web, Hybrid & Web Enhanced Courses:

To receive a username and password for your BHCC online course, please go to the BHCCOnline website www.bhcc.mass.edu/mycourseaccess where you will find directions for creating your user name and password. Online courses will be accessible to students on the first day of classes, June 1, 2009. To login, go to www.bhcc.mass.edu/mycourselogin.

Students must begin their coursework during the first week of classes. Students should e-mail onlinehelp@bhcc.mass.edu or attend an orientation session if they are having technical difficulties logging on to their course.

Academic Requirements and Expectations:

It is highly recommended that students complete RDG095 and ENG095 or place out of these courses through the college's incoming placement tests before enrolling in a distance learning class.

Successful students are highly motivated, independent learners with excellent time management skills. Distance learning students are required to maintain a consistent pace in submitting coursework and are expected to complete their course in a semester's time. Distance learning courses are rigorous and students should expect to spend between 6-10 hours each week working on their course.

TECHNICAL SKILLS REQUIRED TO TAKE BHCCONLINE COURSES

- Students must possess basic computer skills such as navigating the World Wide Web, sending and receiving e-mail, word-processing, attaching documents, and toggling back-and-forth between applications and pages.
- Multimedia computer with at least a 600 MHz processor, 256 MB of RAM, or a comparable Macintosh is required. Macintosh computers may not be used for CIT-110.
- A recent version of Microsoft Office is recommended.
Note: Attachments should be sent as Microsoft Word documents.
- Access to the Internet with broadband is recommended.
- Browser requirements: Mozilla Firefox 1.0x is recommended.
- An e-mail account with sufficient storage capacity for messages.
Note: Spam filters and firewalls may prevent you from receiving automated responses.
- Access to a printer.

Summer 2009 – Free Shuttle Bus Schedule

May 18, 2009–September 4, 2009

Shuttle picks up and drops off passengers at the Lower Lobby Entrance of B-Building at the Charlestown Campus. Shuttle picks up and drops off passengers at the corner of Bellingham Street and Shurtleff Street at the Chelsea Campus (rear of building)

MONDAY – THURSDAY

FRIDAY

DEPARTING FROM
CHARLESTOWN
FOR CHELSEA

DEPARTING FROM
CHELSEA
FOR CHARLESTOWN

DEPARTING FROM
CHARLESTOWN
FOR CHELSEA

DEPARTING FROM
CHELSEA
FOR CHARLESTOWN

7:45 A.M.	8:15 A.M.
8:45 A.M.	9:20 A.M.
9:50 A.M.	10:15 A.M.
10:45 A.M.	11:35 A.M.
11:55 A.M.	12:40 P.M.
12:50 P.M.	1:10 P.M.
2:00 P.M.	2:20 P.M.
2:45 P.M.	3:00 P.M.
3:45 P.M.	4:15 P.M.
4:45 P.M.	5:15 P.M.
5:35 P.M.	5:50 P.M.
6:15 P.M.	7:05 P.M.
7:15 P.M.	8:45 P.M.
8:55 P.M.	9:15 P.M.
9:30 P.M.	9:45 P.M.
10:00 P.M.	10:25 P.M.

7:45 A.M.	8:15 AM.
8:45 A.M.	9:20 A.M.
9:50 A.M.	10:15 A.M.
10:45 A.M.	11:20 A.M.
11:45 A.M.	12:20 P.M.
12:45 P.M.	1:15 P.M.
2:00 P.M.	2:15 P.M.
2:45 P.M.	3:00 P.M.

**DUE TO CLASS CHANGES
(ADDS, DROPS AND TIME CHANGES),
PLEASE CHECK THE SHUTTLE SCHEDULE
PERIODICALLY FOR ANY UPDATES.**

THANK YOU.

Chelsea Campus Information

The Chelsea Campus, located at 175 Hawthorne Street, Bellingham Square, is easily accessible. Students will find a bus stop directly outside the campus. Additionally, the College provides free shuttle service from the Charlestown Campus to the Chelsea Campus for the convenience of students enrolled at both campuses. In addition to on-street parking around Bellingham Square, the Chelsea Campus offers students free parking at the Logan Park and Go parking lot, 111 Eastern Avenue, Chelsea. The College shuttle transports students between the Park and Go and the Chelsea Campus on an hourly schedule designed to accommodate students' class schedules. Fifty parking spaces are also available at the corner of 5th Street and Chestnut Street beginning at 5:30 p.m. daily. See our website (www.bhcc.mass.edu) for driving directions and detailed public transportation information.



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 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-\$1,595

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-105 Medical Transcription

Hours-240 ~ Price-\$1,595

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-\$1,995

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-\$1,695

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-\$1,795

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-\$1,595

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-\$1,795

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-\$1,995

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-\$1,495

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-\$1,595

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 reserva-

tion 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-477 HVAC Technician Certificate

Hours-320 ~ Price-\$3,095

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-\$2,695

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-\$3,095

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-\$2,495

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-\$2,195

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-\$3,295

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-\$1,695

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-\$1,795

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-\$2,195

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-\$1,495

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-\$1,695

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.

NCD-779 Casino Poker Dealer

Hours-100 ~ Price-\$1,395

This highly interactive online training program offered in partnership with the Johnny Chan Academy will teach you everything you need to know in order to become a Professional Poker Dealer. You will learn all the fundamentals including: shuffling, how to handle cheques, limits, Seven Card Stud, Omaha and of course, how to deal the most popular card game today, Texas Hold 'Em. This program teaches students the appropriate methods, techniques, and mannerisms necessary to gain employment in the Casino Industries table game's environment. Students will view online streaming instructional videos and record and submit video examinations demonstrating proper game techniques and protocols. Interactive video emails facilitate student-instructor interaction, creating the opportunity for students to have their skill progression critiqued by a professional poker dealer instructor. Students will receive a deck of cards, chips, a fold out poker felt, and a web camera.

Free Resource for BSL Students

Multi-Purpose Multimedia Language Lab

Located at the Charlestown Campus in Room E226

LAB HOURS

Monday - Thursday:
9:00 a.m. - 9:00 p.m.

Friday:
9:00 a.m. - 1:00 p.m.

Saturday & Sunday:
9:00 a.m. - 4:30 p.m.

Phone (617)228-3440
e-mail: Langlabs@bhcc.mass.edu
Website: www.noblenet.org/bhcc/LL

COMING SOON! COMING SOON!

COMING SOON TO BUNKER HILL COMMUNITY COLLEGE:

ENTREPRENEURSHIP BASICS

This non-credit basics of entrepreneurship program provides information to prospective and current entrepreneurs to assist them in starting and building a successful business.

The program includes:

- Starting your own business
- Writing a Business Plan
- Basic Business Finance
- Marketing Basics
- Supervisory and Leadership Skills

Classes will meet once a week for 3 hours. Participants can take individual classes or all five sections. Upon completion of the five courses participants will receive a certificate of completion in Entrepreneurship 101.

SOCIAL SECURITY NUMBER (Optional)

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DATE OF BIRTH

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GENDER

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STUDENT'S LAST NAME

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STUDENT'S FIRST NAME

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MAILING ADDRESS

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CITY

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STATE

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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 AMERICAN EXPRESS
 VISA MASTERCARD DISCOVER

NAME _____

ACCOUNT NUMBER _____

EXPIRATION DATE _____

SIGNATURE _____

COURSE SELECTION

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

How to register for Gatlin Online Courses

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

SIGNATURE _____ DATE _____

DETACH HERE 



www.bhcc.mass.edu/CE

CHARLESTOWN CAMPUS
COMMUNITY EDUCATION

250 New Rutherford Avenue
Boston, MA 02129-2925
617.228.2462 or 617.228.2485
TTY: 617.228.2080