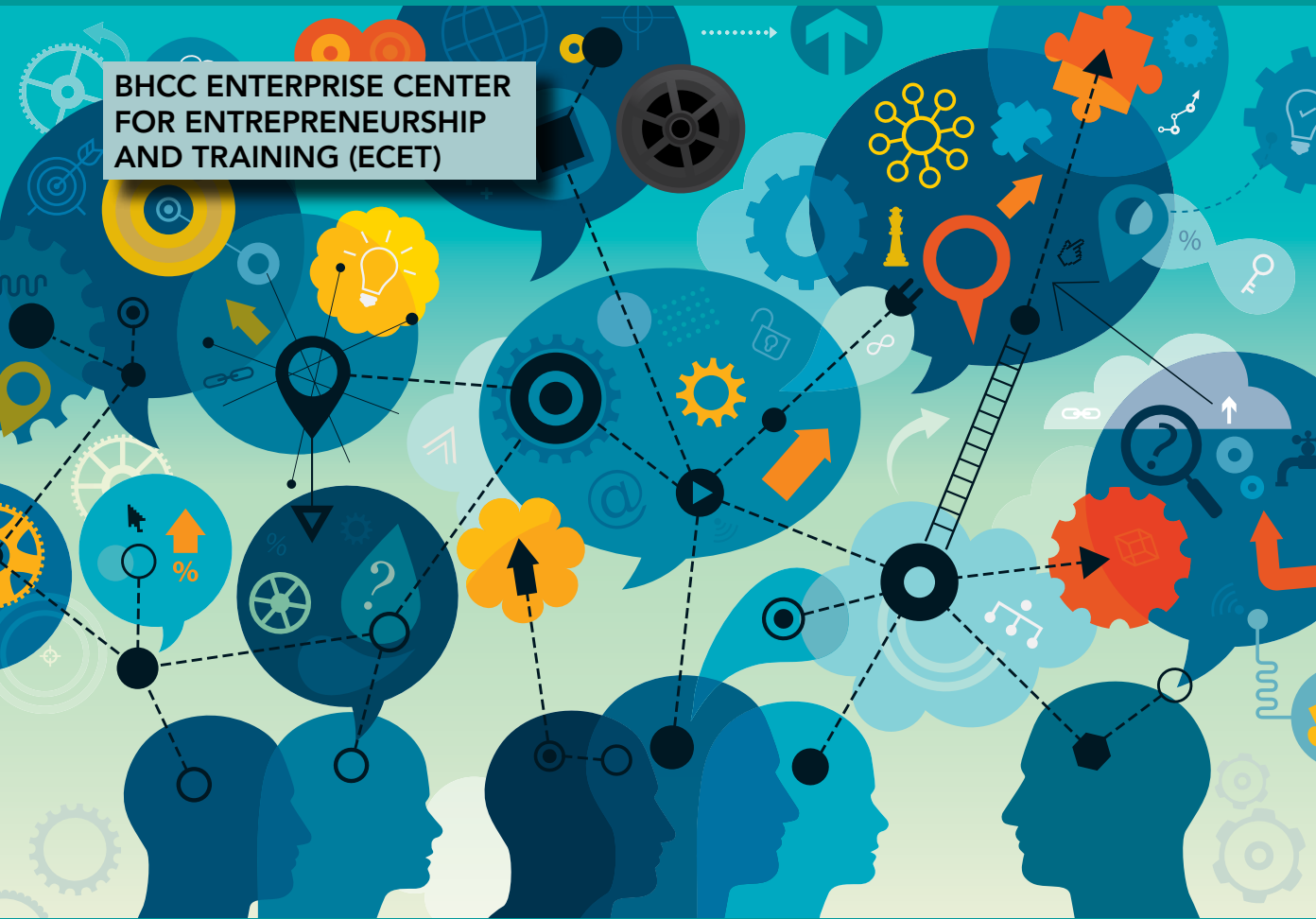




THE DIVISION OF WORKFORCE AND ECONOMIC DEVELOPMENT

Workforce and Community Education Catalog

**BHCC ENTERPRISE CENTER
FOR ENTREPRENEURSHIP
AND TRAINING (ECET)**



bhcc.edu/workforce

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

SPRING HIGHLIGHTS

- Exploring Career Pathways in Laboratory Medicine at BHCC
- Public Water System Operator
- Marine Technician Program: Introduction to Marine Engines and Systems
- Social Work degree program sponsored by Mass General Brigham
- Tufts Research Administration & Compliance Cohort
- Somerville ESOL Project: FREE Customer Service & Career Readiness Class

Bunker Hill Community College

Workforce and Community Education

The Workforce and Community Education catalog, offered through the Division of Workforce and Economic Development at Bunker Hill Community College, features credit and non-credit courses—online or in-person—for individuals or for employers.

If you are an employer interested in customized training, internships or connecting with our programs and faculty, please email us at: employer.inquiries@bhcc.edu.

If you are an employer who wants to post a job, please click this link to set up a job posting account. Joinhandshake.com

Courses are offered for all levels of experience, from Basic English Language Learning (BELL) to Test of English as a Foreign Language (TOEFL); from High School Equivalency Standardized Test (HiSET) to Project Management Professional (PMP) exam prep. Whether you are looking to improve your language skills to prepare for college or a career, stay current with the latest technology or want to explore something entirely new, Workforce and Community Education courses can help you achieve your personal and professional goals.

Register today!

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

You will receive an email confirmation to your email.

Note: There is a 3% service fee, depending on the course, for debit and credit payments. You may also register in person at Student Central, located on the second floor of B-Building at the Charlestown Campus, using the red stand-alone kiosks.

Cancellation and Refund Policy

Students may cancel enrollment in a Community Education course. Cancellations made before the course start date will receive a refund minus 3% administration fee. There is no refund once the course has started. For Intensive English and BELL courses, the refund policy is as follows: Prior to class start and up to 3 days after class start: Full refund minus 3% administrative processing fee.

The college reserves the right to delay the course start date to gain the minimum enrollment to run the class. In such cases, students will be notified of the course

delay. If the college cancels a class due to no or low enrollment, students will be notified 24 – 48 hours in advance of the course start date and receive a full refund. If a student has paid by credit card, refunds will automatically be credited to the same credit card.

For refund policy, please visit:
bhcc.edu/workforce/career

Mission of Bunker Hill Community College

Bunker Hill Community College serves as an educational and economic asset for the Commonwealth of Massachusetts by offering associate degrees and certificate programs that prepare students for further education and fulfilling careers. Our students reflect our diverse local and global community and the College integrates the strengths of many cultures, age groups, lifestyles and learning styles into the life of the institution. The College provides inclusive and affordable access to higher education, supports the success of all students and forges vibrant partnerships and pathways with educational institutions, community organizations and local businesses and industries.

Vision of Bunker Hill Community College

Bunker Hill Community College empowers and inspires students, faculty and staff diverse in identities, experiences and ideas to make meaningful contributions to our local and global communities. The College embodies a spirit of inquiry, critical thought, inclusive excellence and lifelong learning.

BHCC Institutional Values

Bunker Hill Community College trustees, faculty, staff and students embody the highest academic and institutional integrity through their commitment to:

- Access and Success
- Excellence and Innovation
- Economic and Social Justice
- Inclusiveness and Equity
- Civic Engagement and Service
- Kindness and Respect
- Accountability and Transparency

The Mission of the Division of Workforce and Economic Development

Mission: The Mission of the Division of Workforce and Economic Development is to provide opportunities for education and training leading to professional advancement and life-long learning while meeting the workforce needs of the communities we serve.

Vision: The WFED Division seeks to empower diverse learners with quality education that will advance career achievement and personal goals.

Instruction Modality (How will my classes be taught?)

How courses are taught and coded is outlined below. Here are two definitions to assist you in interpreting the chart you find under these terms:

Synchronous: You will learn online with your instructor and classmates on a specific date and time each week at the same virtual location, such as on WebEx, Zoom, or other video platforms. You can ask questions in real time and meet virtually face-to-face.

Asynchronous: You will not meet with your instructor and classmates at a specific date and time each week. You will develop your own schedule and follow the course syllabus that outlines all assignment due dates.

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

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Spring 2025 Course Delivery Information

Course Mode	Description	In-Person	Scheduled Meeting
In Person	Requires physical attendance at set days/times	Yes	Yes
Remote	Requires real-time virtual attendance such as Webex at set days/times	No	Yes
Web	Requires regular online participation but does not require attendance on set days/times	No	No
Hybrid: In Person and Remote	Requires physical attendance at set days/times and requires real-time virtual attendance such as Webex at set days/times	Yes	Yes

continued

Spring 2025 Course Delivery Information (continued)

Course Mode	Description	In-Person	Scheduled Meeting
Hybrid: In Person and Web	Requires physical attendance at set days/times and online participation outside of scheduled class time * Students will be completing class work on their own time	Yes	Yes
Hybrid: Remote and Web	Requires real-time virtual attendance such as Webex at set days/times and online participation outside of scheduled class time * Students will be completing class work on their own time.	No	Yes
Guided Self-Study	Requires physical attendance and/or real-time virtual attendance. Students will work with instructor to determine regular meeting schedule and modality	To be determined	To be determined

Book Ordering

If your course requires a textbook, check on the course’s webpage to determine if you need to purchase the book from the college bookstore or the book’s publisher. Please visit:

bhcc.edu/workforce/resourcestohelpyousucceed/bookpurchase. If you need to talk to a bookstore

representative, please call 617-228-2304. If you have any questions about the course, please email comm@bhcc.edu.

ADULT EDUCATION

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

The Adult Education Program

The Adult Education program at the Chelsea Campus and the BHCC Boston Adult Education Consortium provide educational and support services for adults who lack English language and literacy skills and/or do not have a high school diploma. This comprehensive program provides

free educational services that include courses in Basic English for Speakers of Other Languages (ESOL), AE literacy and High School Equivalency Assessment (HiSET) preparation in Spanish and in English.

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

Transitions to College Program

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

Register now!
bhcc.edu/adulted

TEST PREPARATION

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

TFL-101E \$419

This course features up-to-date, realistic practice tests and cooperative learning strategies designed to familiarize students with the test format and develop test-taking strategies that improve their scores. A strong academic English background is recommended. The course curriculum is based on the TOEFL iBT® (internet-based test).

Total hours: 40

T1 T/TH 6-8:30 p.m. Remote & Synchronous
Apr 1–May 22, 2025

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

GED-104AE \$325

To prepare for the Massachusetts Department of Education’s HiSET, students will take practice tests and develop individualized study plans. Beginning with diagnostic testing, instruction focuses on writing, reading, math, science and social studies. Students will use textbooks/workbooks and calculators (cost not included in course fee). There is also a separate fee for testing.

T1 M/W 6-8:30 p.m. Remote & Synchronous
Feb 10–Apr 14, 2025
S1 S 9 a.m.-1 p.m. Remote & Synchronous
Mar 1–May 3, 2025

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

TRG-101E \$229
(+ book price \$40)

This course focuses on the reading and grammar component of the Assessment Testing Institute® (ATI) TEAS® exam. Tuition does not include the book, which must be purchased separately from the college bookstore. Book Title: *ATI TEAS Secrets Study Guide by Mometrix Test Preparation*
(six sessions at 3 hours each. Total Hours: 18)

01 T 6-9 p.m. Remote & Synchronous
Jan 7- Feb 11, 2025
02 T 6-9 p.m.
Mar 25 - Apr 29, 2025

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

TSM-101E \$229
(+ book price \$40)

This course focuses on the math and science content of the Assessment Testing Institute® (ATI)

TEAS® exam. Tuition does not include the book, which must be purchased separately from the college bookstore. Book Title: *ATI TEAS Secrets Study Guide by Mometrix Test Preparation*

(six sessions at 3 hours each. Total Hours: 18)

01 S 9 a.m.-12 p.m. Remote & Synchronous
Sept 3–Oct 8 2024
02 S 9 a.m.-12 p.m.
Mar 29–May3, 2025

HUMAN RESOURCE MANAGEMENT

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

BSN-124E \$785
(+ book price estimated \$667)

Designed by global subject matter experts, this course covers the entire SHRM Body of Competency and Knowledge™ (SHRM BoCK™) which encourages human resource professionals to acquire the competencies and knowledge they will need to perform their jobs effectively and be successful in their careers. Learn to retain study materials effectively and efficiently through a combination of expert instruction and peer discussion. This course prepares HR professionals to take either the SHRM-CP or SHRM-SCP exam. Tuition does not include the book, which must be purchased from the college bookstore separately. The book cost is \$785. The book is tied to the SHRM LS license so you must purchase the book. Study materials including comprehensive learning modules in print and e-reader formats and advanced online resources are included in the course fee.

S1 S 9 a.m.-12 p.m. Remote and Synchronous
Jan 25–Apr 12, 2025
T1 T/TH 6-7:30 p.m. Remote and Synchronous
Feb 11–May 8, 2025

“You might not remember me, but I attended your SHRM prep class in the fall of 2019 at Bunker Hill and I received my SHRM-CP certification in January 2020. I just wanted to say thank you for all that you taught and for all of your help. I was promoted to Associate Director as of yesterday and it was in part due to me receiving my SHRM certification. I know I had to do my part in studying, but I am extremely grateful for the opportunity to be part of your class and all that I learned in such a short period of time. Keep up the good work.”
– Maria Galarza, Associate Director, Facilities HR

** will turn into “Lab and Remote” once there are six or more students

WORKFORCE HIGHLIGHT

EXPLORING CAREER PATHWAYS IN LABORATORY MEDICINE AT BHCC

Bunker Hill Community College, Mass General Brigham and Project Hope have partnered to offer FOUR programs that are currently FREE to Boston residents. Funding is provided by the City of Boston's Worker Empowerment- Life Sciences Workforce Development Initiative grant.

- Phlebotomy Certificate
(Bunker Hill Community College)
- Medical Laboratory Assistant Certificate
(Bunker Hill Community College)
- Medical Laboratory Technician
Associate in Science
(Bunker Hill Community College)

- Medical Laboratory Science
(Mass General Brigham)

Each program will give students insights into the roles, responsibilities, and qualifications required for the career pathways and professions listed. Programs will emphasize practical and clinical skills needed for these career paths in Laboratory Medicine.

These free programs have selective criteria that must be met to be eligible to apply. Please visit the link below for more information:

bhcc.edu/medicallaboratoryscience

SHRM Essentials of HR Management BSN-124AE

\$465

(+ book price estimated \$327)

The SHRM Essentials of HR Management is an introductory course offering a comprehensive overview of human resource roles and responsibilities. It gives participants critical knowledge to help reduce potentially costly lawsuits and improves their ability to handle challenging HR issues. This course is ideal for those who are just starting out in the human resources profession, or those who are looking for an effective way to boost their employee management skills. As part of the tuition, each participant receives a reference book during the first class. Additionally, participants receive access to online tools to support their studies.

The 15-hour SHRM Essentials of HR Management is ideal for entrepreneurs, small business owners, and office managers who also perform HR tasks. Tuition does not include the book, which must be purchased separately from the college bookstore. The cost is about \$335. The book is tied to a license so you must purchase this book.

H1 W 6-8 p.m. Remote and Synchronous
Apr 2–May 21, 2025

"The SHRM Learning Class has been an incredibly beneficial experience. From the beginning, of the experience working with Jack Chan to enroll, Bunker Hill has been superb. Kathleen Enright is a fantastic teacher and has made learning exciting and pleasurable. She provides keen insight into the industry and offers a wealth of assistance on how to

prepare for SHRM Certification. I highly recommend the class to anyone in HR, thinking of HR or for those interested in business management. It is like a mini-MBA. Kudos to Bunker Hill for putting this together.
" – Gary D. Alexander VP for Administration and Finance Hellenic College, Brookline, MA.

Mastering Project Management with PMP® Prep (Self-Paced) Registration

\$839

Remote & Asynchronous

BSN-126E_S1

Learn advanced project management topics, concepts, and more in this comprehensive PMP prep course. You will also be prepared to sit for the PMP certification exam upon course completion. You will learn about project selection, strategy development, complex schedule modeling, forecasting, risk identification and assessment, statusing, recovery, and more. The material covered in this course is guaranteed to meet or exceed the educational prerequisites needed to prepare and take the Project Management Professional (PMP)® certification exam. The following eBook will be provided to you approximately 7-10 business days after enrollment: *A Guide to the Project Management Body of Knowledge, 6th edition (PMBOK® Guide)* (eBook)

NOTE: Tuition does not come with the PMP exam voucher. The exam will need to be purchased separately.

Prerequisites: You should have at least two years of experience managing projects or completing the

** will turn into "Lab and Remote" once there are six or more students

Project Management Essentials with CAPM Prep course.

FS1 S 9 a.m.-1 p.m. Feb 1–Mar 29, 2025
bhcc.edu/pmp

PROJECT MANAGEMENT

Learn How to Better Manage Virtually Any Project Scenario with a Proven Methodology

Project Success Method – Methodology

For over 38 years, techniques learned from the proprietary Project Success Method have helped teams dramatically improve their project performance through:

Formal detailing of project requirements, collaborative development of project plans, and successful project execution through an accountable control process.

The Project Success Method offers the best of both worlds. It is a blend of traditional waterfall project management and the agile approach, enabling teams to move quickly while ensuring their customers have a delivery date they can trust.

The powerful and practical hands-on methodology can be learned in our 18 ½ hour class and applied immediately upon completion.

The Project Success Method requires no project management or Agile experience, no software tools, and no templates. The Project Success Method can be used in any business application and any project scenario. The Project Success Methodology is neither simply “academic” nor “theory”; it provides the most effective and efficient real-world process for developing, ensuring, and maintaining consistency in approach within project teams.

Project Success Methodology PSM-100E \$1,495

T1 T/W 8 a.m.-5:30 p.m. Remote & Synchronous,
PSI Instructor Feb 4–Feb 5, 2025

Use Microsoft Project in Ways You Never Thought Possible to Manage Your Projects

The Project Success Method Toolkit for Microsoft Project Class

The Project Success Toolkit is a proprietary add-on for Microsoft Project 2013/2016/2019 that augments the core functionality of Microsoft Project. Over 6200 users around the world including many of the world’s best-known

companies are using the Toolkit to more efficiently and effectively manage their projects. The Toolkit enhances the scheduling functionality of Microsoft Project and allows the user to follow the Project Success Method by enabling critical path and duration-based scheduling. Additional functionality unavailable in standard copies of Microsoft Project is listed below. This program is designed for prospective users of Microsoft Project.

Prerequisites: Project Success Method Class strongly recommended.

Note: An understanding of the Project Success Method is essential for using The Project Success Toolkit. The Toolkit was developed from the perspective of “adapting the tool to meet the needs of the methodology,” as opposed to “adapting the methodology to fit the tool.” No prior Microsoft Project experience is needed. Some proficiency with using Microsoft Windows is needed. Students must provide their own licensed copy of Microsoft Project 2013, 2016 or 2019. Software: Currently the class supports Microsoft Project 2013, 2016 and 2019 versions.

PSM Toolkit Class for Microsoft Project PST-100E \$895

T1 TH 8 a.m.-5:30 p.m. Remote & Synchronous,
PSI Instructor Feb 6, 2025

TECHNOLOGY AND CAREERS

Google IT Support Professional Certificate WBD-100E \$2,089

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

This 5-course certificate, developed by Google, includes an innovative curriculum designed to prepare you for an entry-level role in IT support. A job in IT can mean in-person or remote help desk work in a small business or at a global company like Google. The program is part of Grow with Google, a Google initiative to help create economic opportunities for all Americans. Upon completion, students will be able to apply for entry-level IT positions. Top employers such as Cognizant, GE Digital, Hulu, Info says, Intel and Sprint are interested in applicants with this credential.

This hybrid course allows you to learn asynchronously – on your own – and with the benefit of a dedicated instructor who will meet with the students over videoconferencing one night per week. The meeting length is 2 to 2.5 hours. Students can complete the program in four to eight months, contingent upon investing a minimum of six hours a week of self-study.

If you are unemployed, you could be eligible for free tuition. This program is TOP, MassHire eligible. A TOP applicant must dedicate up to 20 hours

** will turn into “Lab and Remote” once there are six or more students

For a complete listing of online courses and to register, go to bhcc.edu/cce-catalog

Technology and Careers

per week studying in the program (self-study + instructor-led).

01 M 6-8:30 p.m. (Instructor-led portion)
Hybrid Feb 3–May 19, 2025

Foundations of IT Support (CompTIA A+ Certification Prep course) CMP-100E \$2,749

This course is designed for entry-level computer technicians or individuals looking to start a new career in the IT industry. The course will prepare you to sit for the CompTIA A+ certification exam. CompTIA A+ certified professionals are proven problem solvers. They support today's core technologies from security to networking to virtualization and more. CompTIA A+ is the industry standard for launching IT careers into today's digital world. To be successful in this course, students should have a basic understanding of computers, have a curiosity to learn, and are problem solvers. Students will have the base knowledge to sit for the CompTIA A+ 1101 and 1102 exams and will be given test vouchers to take both exams. A group exam date will be scheduled within two weeks of course completion.

N01 T/TH 6-8:30 p.m. Lecture and Remote
Mar 4–May 15, 2025

Red Hat Certified System Administrator (RHCSA) Program

An IT professional who has earned the Red Hat Certified System Administrator (RHCSA®) is able to perform the core system administration skills required in Red Hat Enterprise Linux environments.

Red Hat System Administration I

Red Hat System Administration I (RH124) is designed for IT professionals without previous Linux system administration experience. The course provides students with Linux administration competence by focusing on core administration tasks. This course also provides a foundation for students who plan to become full-time Linux system administrators by introducing key command-line concepts and enterprise-level tools.

Red Hat System Administration II

Red Hat System Administration II serves as the second part of the RHCSA training track for IT professionals who have taken Red Hat System Administration I. The course goes deeper into core Linux system administration skills in storage configuration and management, installation and deployment of Red Hat® Enterprise Linux®, management of security features such as SELinux, control of recurring system tasks, management of the boot process and troubleshooting, basic

system tuning, and command-line automation and productivity.

This course series prepares students to sit for the RHCSA certification exam, and for a career as a Red Hat Certified System Administrator (RHCSA). This course teaches students about the Red Hat Enterprise Linux environment, procedures, processes, commands and tools needed to become a RHEL systems administrator. Students learn the essentials of creating and securing networks and network services, keeping files secure and organized, creating and overseeing users and groups, and how to attach and configure a workstation on an existing network, as well as set up, configure and troubleshoot Red Hat Linux Enterprise servers.

Remote & Synchronous

To find out about the start dates please visit the web page: bhcc.edu/workforce/career/redhatcertifiedsystemadministratorprogram or contact Lauren Ellis at: lauren.ellis@bhcc.edu

Pre-License Real Estate Sales WCE-473E \$399 (+ book price estimated \$50)

This 40-hour class prepares participants to take the Massachusetts Real Estate Salesperson's Examination. Students who successfully complete this class will receive the certification required to sit for the examination. Attendance at every class is required. Book Title: *Principles of Real Estate Practice in Massachusetts by Performance Programs Company.*

M1 M/W 6-9 p.m. Remote & Synchronous
Mar 17–Apr 30, 2025

"David delivered and educated me on the fundamentals of real estate. I feel that with some additional reading and studying on my own that I'm ready to take the exam because of him. I'm glad I took this class and will recommend it to others."

"This course definitely exceeded my expectations, the course was easy to follow and broken down by David who kept everything organized and kept us on track in order to follow the material and explained everything in depth. I would definitely recommend this course to anyone interested in pursuing a real estate license."

"I'm ready to take the test and I feel like with the online videos and the way Dave teaches it's so much easier."

"This class exceeded my expectations. Professor Ceruolo provided in-depth knowledge of the content, shared various resources and provided real life examples of issues relating to real estate."

** will turn into "Lab and Remote" once there are six or more students

Marine Technician Program: Introduction to Marine Engines and Systems

BHCC is pleased to announce the Marine Technician Program in partnership with Mass Marine Trades Association and Mercury Marine University. BHCC will provide training for marine technicians to meet the demands of the MA boating industry. Marine Technicians earn an average wage of \$45,000-50,000 per year with a growth potential of 5 % across the state. The average wages for technicians have increased approximately 30% over the last few years.

Students will receive instruction in the basics of Marine Service and Technology, both theory and repairs including Mercury and other engine brands. Students will achieve an industry-recognized credential with Mercury Marine Systems Technician Certificate. This will allow you to continue with Mercury University if you decide to work at a Certified Mercury Dealer.

Students will also receive career counseling, mentorship, tutoring, hands-on-training and job placement assistance.

This program is for entry-level participants with little or no experience interested in working in the marine service and technology field. Interested participants should have a high school diploma and a desire to work within the marine trades. Basic mechanical knowledge is helpful.

This program qualifies for R3 funding. Students who meet the income eligibility requirements may receive a free tuition voucher for the program.

To find out about the start dates please visit the web page: bhcc.edu/workforce/career/marinetechnicianprogram or reach out to Jacqueline N. Saba at jacqueline.saba@bhcc.edu

HEALTHCARE CAREERS

Hybrid Phlebotomy Technician Certification with Clinical Externship NON-855E

\$2,109

(NWCA exam voucher included
(e-book included)

90 online self-study hours plus 40 clinical externship hours

The course covers processes and procedures; safety protocols, quality assurance and precautions; venipuncture skills; terminology; and related anatomy and physiology. The program also includes a clinical externship opportunity to learn the profession in the field. After completing the program, you will be able to sit for the NWCA exam, which is included in your tuition. Although listed as Asynchronous (self-study), the program includes an instructor to teach the class once enrollment reaches six or more students. Should this happen, classes will meet over Zoom Tuesdays and Thursdays for an hour to an hour and a half between 6-9:30 p.m.

There are a total of six lab sessions with each session being 3.5 hours in duration. You will be notified of the lab meeting dates.

01 T/TH **Remote & Asynchronous
Feb 11–May 15, 2025

If six or more students are enrolled:

An instructor will be assigned to facilitate sessions over Zoom to supplement your independent self-study. Zoom is synchronous instruction. Zoom will occur for 1 or 1.5 hours between the hours of 6-9:30 p.m., T & TH

WORKFORCE HIGHLIGHT

PUBLIC WATER SYSTEM OPERATOR

Currently, water utilities face challenges in recruiting, training, and retaining employees. These challenges are exacerbated with roughly one-third of the water sector workforce eligible to retire in the next 10 years. Employment in a water utility provides individuals with a rewarding and stable career.

The "Introduction to Becoming a Public Water System Operator" is a 17.5-hour course designed to introduce individuals to the field of operating a public water system. It will assist individuals with little or no previous drinking water experience in preparing for the

Grade 1 Treatment and Distribution Water Operator Examinations, as well as the Very Small System (VSS) Water Operator Examination. The course is taught over a 5-week period with each class meeting once per week for 3 ½ hours.

Attendees attending all 5 weeks of this course will be awarded 15.0 TCHs (Training Contact Hours).

Please visit the link below for more information:

[bhcc.edu/workforce/grantsandfinancialassistance/
publicwatersystemoperator](http://bhcc.edu/workforce/grantsandfinancialassistance/publicwatersystemoperator)

** will turn into "Lab and Remote" once there are six or more students

For a complete listing of online courses and to register, go to bhcc.edu/cce-catalog

WORKFORCE HIGHLIGHT

**MARINE TECHNICIAN PROGRAM:
INTRODUCTION TO MARINE ENGINES AND SYSTEMS**

BHCC is pleased to offer the Marine Technician Program, in partnership with Mass Marine Trades Association and Mercury Marine University. BHCC will provide training for marine technicians to meet the demands of the MA boating industry. Marine Technicians earn an average wage of \$45,000-50,000 per year with a growth potential of 5 % across the state. The average wages for technicians have increased by approximately 30% over the last few years.

Students will receive instruction in: ABYC Fundamentals of Marine Service and Technology, both theory and repairs and Mercury Marine Basics.

This program is for participants with little or no experience in the field, ready to begin an entry-level position upon completion. Interested participants should have a high school diploma and a desire to work within the marine trades. Basic mechanical knowledge is helpful. Classes are held on-campus in a workshop and classroom setting, with hands-on instruction.

Please visit the link below for more information:

bhcc.edu/workforce/career/marinetechnicianprogram/

In-person labs at the Chelsea main campus,
70 Everett Avenue, Chelsea, MA (Room 402, 4th Floor):

T/TH 6-9:30 p.m.
Apr 15–May 13, 2025

02 T/TH **Remote & Asynchronous
Apr 1–Jul 1, 2025

If six or more students are enrolled:
An instructor will be assigned to facilitate sessions over Zoom to supplement your independent self-study. Zoom is synchronous instruction. Zoom will occur for 1 or 1.5 hours between the hours of 6-9:30 p.m., T & TH

In-person labs at the Chelsea main campus,
70 Everett Avenue, Chelsea, MA (Room 402, 4th Floor):

T/TH 6-9:30 p.m. Jun 3–Jun 24, 2025

**Hybrid EKG Technician Program
NON-856E**

\$1,559

NWCA exam voucher included, e-book included
50 hours online self-study

The Electrocardiograph (EKG) certification program course covers anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing. You will also gain practice with EKG equipment through hands-on labs. After the successful completion of this program, students will be prepared to sit for the NWCA exam, which is included in the tuition. You will still maintain your self-study schedule.

01 M/W **Remote & Asynchronous
Feb 24–Apr 23, 2025

If six or more students are enrolled:
An instructor will be assigned to facilitate sessions over Zoom to supplement your independent self-study. Zoom is synchronous instruction. Zoom will occur for 1 or 1.5 hours between the hours of 6-9:30 p.m., M & W

In-person labs at the Chelsea main campus, 70 Everett Avenue, Chelsea, MA (Room 401, 4th floor):

Lab Meeting Times:
TH 6-9:30 p.m.

Mar 13–Apr 3, 2025

FN02 M/W **Remote & Asynchronous
Apr 28–Jun 18, 2025

If six or more students are enrolled:
An instructor will be assigned to facilitate sessions over Zoom to supplement your independent self-study. Zoom is synchronous instruction. Zoom will occur for 1 or 1.5 hours between the hours of 6-9:20 p.m., M & W

In-person labs at the Chelsea main campus,
70 Everett Avenue, Chelsea, MA (Room 401, 4th floor):

Lab Meeting Times:
TH 6-9:30 p.m.
May 15–May 29, 2025

**Hybrid Veterinary Assistant Certification
Program with Clinical Externship
NON-901E**

\$2,329

NWCA exam voucher included, e-book included
100 hours online self-study plus 40 hours clinical externship

This 100-hour Veterinary Assistant program introduces students to the exciting and growing field of veterinary medicine. Students will learn about the care of animals as well as how to recognize signs of illness and disease. This program also covers interpersonal communication, interaction with clients and their animals, as well as how to assist the veterinarian during examinations. Administrative duties, such as fee collection, banking, and accounts payable are also emphasized to provide the student with the skills necessary to maintain an efficient front office. Students who complete this comprehensive course would be prepared to sit for the National Workforce Career Association (NWCA) Veterinary Technician (VET) Exam. The national exam is included in the tuition.

01 M/W **Remote & Asynchronous
Apr 23–Aug 4, 2025

** will turn into "Lab and Remote" once there are six or more students

If six or more students are enrolled:
An instructor will be assigned to facilitate sessions over Zoom to supplement your independent self-study. Zoom is synchronous instruction. Zoom will occur for 1 or 1.5 hours between the hours of 6-9 p.m. M & W

In-person labs at the Charlestown main campus, 250 New Rutherford Avenue, Charlestown, MA (Room D317):

Lab Meeting Times:
W 6-9:30 p.m.
Jun25–Jul 23, 2025

Hybrid Dental Assisting Technician Program with Clinical Externship
NON-900E **\$1,559**
(NWCA exam voucher included) (e-book included)
60 hours online self-study plus 40 hours clinical externship

Begin a rewarding in-demand career with the BHCC Dental Assisting Program which familiarizes students with all areas of pre-clinical dental assisting and provides training in the professional skills required to function as an assistant in the dental practice. Topics include the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines. Students who complete this comprehensive course will be prepared to sit for the NWCA exam.

01 M/W **Remote & Asynchronous
Feb 3–Apr 7, 2025

If six or more students are enrolled:
An instructor will be assigned to facilitate sessions over Zoom to supplement your independent self-study. Zoom is synchronous. Zoom will occur for 1 or 1.5 hours between the hours of 6-9 p.m. M & W.

In-person labs at the Chelsea main campus, 70 Everett Avenue, Chelsea, MA (Room 402, 4th floor):

Lab Meeting Times:
M/W 6-9:30 p.m.
Mar 10–Mar 31, 2025

02 M/W **Remote & Asynchronous
Apr 14–Jun 11, 2025

If six or more students are enrolled:
An instructor will be assigned to facilitate sessions over Zoom to supplement your independent self-study. Zoom is synchronous instruction. Zoom will occur for one or 1.5 hours between the hours of 6-9 p.m. M & W.

In-person labs at the Chelsea main campus, 70 Everett Avenue, Chelsea, MA (Room 402, 4th floor):

Lab Meeting Times:
6-9:30 p.m.
May 12–May 28, 2025

Please reach out to Lateia Johnson at lmjo8989@bhcc.edu if you are interested in any of these health careers.

Hybrid Certified Personal Trainer Course **\$1,429**

Register online for this course by visiting bhcc.edu/certifiedpersonaltrainer

Become a nationally Certified Personal Trainer! This challenging course is for candidates wanting live instruction with in-depth, hands-on practical lab to master the essential career skills and knowledge. The course consists of 16 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, equipment usage, health assessment and 16 hours of hands-on practical training labs with role-playing drills on assessing clients, programming, performing proper exercises, presentation skills and more. In addition, you can get hands-on experience through an optional employer internship. The Hybrid CPT offers virtual lectures and all 5 in-person practical labs at a nearby gym.

W.I.T.S. (World Instructor Training School), an approved CEU provider for the American Occupational Therapy Association (AOTA), National Certification Board for Therapeutic Massage and Bodywork (NCBTMB), the International Association of Continuing Education and Training (IACET) and the American Council on Education (ACE), has recommended 3 undergraduate academic credits for this course. Textbook cost is separate: *Howley, Edward T. and Thompson, Dixie L. 2017. Fitness Professional's Handbook. 7th Edition with web resources (ISBN-13: 9781492523376). Publisher: Human Kinetics, Champaign, IL. Cost is \$104.95 + \$9.95 shipping, for a total cost of \$114.90 and must be purchased by the student. Students may buy the book at W.I.T.S. at 1-888-330-9487 or witseducation.com or purchase at amazon.com.*

01 S 9 a.m-12 p.m.
Jan 25–Feb 22, 2025
02 T 6:30-9:30 p.m.
Mar 25–Apr 22, 2025

Check the landing page for course registration information:

bhcc.edu/certifiedpersonaltrainer

Medical Interpreter Program

BHCC is offering a free Medical Interpreting program for people who are fluent in Spanish, Portuguese, Arabic, or Mandarin Chinese.

In collaboration with Brigham and Women's Hospital, the program is:

- 60 hours of remote instruction and up to 20 hours of prep for the national exam - NBCMI (National Board of Certified Medical Interpreters)
- 40 hours Internship at BWH, dates to be determined; this is required to work in a hospital

** will turn into "Lab and Remote" once there are six or more students

For a complete listing of online courses and to register, go to bhcc.edu/cce-catalog

The program will focus on the following languages

- Spanish
- Portuguese
- Arabic
- Mandarin Chinese
- Haitian/Creole

Prospective students will need to show proficiency in one of these languages before they are eligible for enrollment.

See website for additional admissions requirements

bhcc.edu/workforce/career/medicalinterpreterprogram

Medical Interpreters have a projected occupational growth of 9 % in the greater Boston area with an hourly wage range of \$17-\$20 per hour.

To find out about the start dates please visit the web page: bhcc.edu/workforce/career/medicalinterpreterprogram or reach out to Lateia Johnson at lmjo8989@bhcc.edu

THE LANGUAGE INSTITUTE

English as a Second Language

Beginner English as a Second Language (BELL)

Classes prepare English learners for college classes or life in the community. Before registering, students must first create an account and then take a placement test. Visit bhcc.edu/bell and follow the five steps to register.

Beginner Speak/Listen and Read/Write BLL-001E \$419

This introductory course is for anyone who wants to begin learning English.

M1	M/W	9-10:50 a.m. Jan 27–May 17, 2025	In-person
S1	S	8:15-11:55 a.m. Jan 27–May 17, 2025	In-person
T1	T/TH	6-7:50 p.m. Jan 27–May 17, 2025	In-person
T2	T/TH	9-10:50 a.m. Jan 27–May 17, 2025	In-person
M2	M/W	6-7:50 p.m. Jan 27–May 17, 2025	In-person
M3	M/W	6-7:50 p.m. Jan 27–May 17, 2025	In-person

Beginner English Language Learning 1 BEL-001E \$419

This Level 1 class provides the foundation for the four primary skills of reading, writing, speaking and listening. Related skills such as vocabulary, spelling, pronunciation, meaning and usage.

01	T/TH	9-10:50 a.m. Jan 27–May 17, 2025	Chelsea, 306
03	M/W	11 a.m.-12:50 p.m. Jan 27–May 17, 2025	Charlestown
M1	M/W	6-7:50 p.m. Jan 27–May 17, 2025	Charlestown, B127
S1	S	12-3:40 p.m. Jan 27–May 17, 2025	Charlestown, B126
T1	T/TH	11 a.m.-12:50 p.m. Jan 27–May 17, 2025	Chelsea 306
02	M/W	9-10:50 a.m. Jan 27–May 17, 2025	Charlestown
04	M/W	6-7:50 p.m. Jan 27–May 17, 2025	Chelsea, 306

Beginner English Language Learning 2 BEL-002E \$419

This Level 2 class will offer an integrated-skills approach to learning English. Students will read longer articles, discuss them in groups, answer comprehension questions, and write paragraphs and short essays, as well as practice listening and speaking skills.

01	T/TH	9-10:50 a.m. Jan 27–May 17, 2025	Charlestown
03	T/TH	11 a.m.-12:50 p.m. Jan 27–May 17, 2025	Chelsea
T1	T/TH	6-7:50 p.m. Jan 27–May 17, 2025	Charlestown, B127
S1	S	12-3:40 p.m. Jan 27–May 17, 2025	Chelsea 306
04	M/W	9-10:50 p.m. Jan 27–May 17, 2025	Charlestown
02	M/W	6-7:50 p.m. Jan 27–May 17, 2025	Charlestown
M1	M/W	6-7:50 p.m. Jan 27–May 17, 2025	B129B
M1SO	M/W	6-7:50 p.m. Jan 27–May 17, 2025	B129B
T2	T/TH	9-10:50 a.m. Jan 27–May 17, 2025	
T2SO	T/TH	9-10:50 a.m. Jan 27–May 17, 2025	

Beginner English Language Learning 3 BEL-003E \$419

This Level 3 class offers an integrated-skills approach to learning English. Students will read longer articles and make short presentations. They will further develop their English language proficiency in grammar and vocabulary through reading, writing and discussion in the context of varying themes.

02	T/TH	8-9:50 a.m. Jan 27–May 17, 2025	Remote
05	T/TH	6-7:50 p.m. Jan 27–May 17, 2025	Charlestown

** will turn into "Lab and Remote" once there are six or more students

M1	T/TH	6-7:50 p.m. Jan 27–May 17, 2025	Charlestown
M1SO	M/W	6-7:50 p.m. Jan 27–May 17, 2025	Chelsea
S1	S	8:15 a.m.-1:55 p.m. Jan 27–May 17, 2025	Chelsea, 306
01	M/F	9-10:50 a.m. Jan 27–May 17, 2025	Charlestown
03	T/TH	11 a.m.-12:50 p.m. Jan 27–May 17, 2025	Charlestown

**Beginner English Language Learning 4
BEL-004E \$419**
(Not required for entrance into Academic ELL)

In BEL-004, students will continue developing the primary skills they learned in BEL-001 through BEL-003. They will strengthen writing skills using techniques such as writing multiple drafts, revising, editing and proofreading. The course will prepare students to deliver oral presentations to large groups using visual aids, secondary sources and level-appropriate vocabulary. Students will read articles, hold in-class discussions and debates, work in groups and write reflections to interact naturally in English.

This class offers considerable practice with pronunciation and accent modification.

02	T/TH	9-10:50 a.m. Jan 27–May 17, 2025	Remote
S1	S	12-3:40 p.m. Jan 27–May 17, 2025	Charlestown, B129
01	M/W	6-7:50 p.m. Jan 27–May 17, 2025.	Charlestown
03	T/TH	9-10:50 a.m. Jan 27–May 17, 2025	Chelsea, 402
M1	M/W	9-10:50 a.m. Jan 27–May 17, 2025	Remote
W1	W/F	9-10:50 a.m. Jan 27–May 17, 2025	Charlestown

**THE LANGUAGE INSTITUTE
INTENSIVE ENGLISH CLASSES \$1,599**

TERM 1 (11): Jan 28–Mar 14, 2025
TERM 2 (21): Mar 25–May 9, 2025

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

Schedule for Spring 2025

Intensive English courses are offered in Terms 1 and 2. Each term is seven weeks in duration.

The course runs 20 hours per week for seven weeks. Weekday classes are held Tuesday–Friday, 9 a.m.-2 p.m. There are four levels offered every seven-week term, from Beginner (001) to High Intermediate (004). If you are interested in Intensive English classes and can dedicate 20 hours per week studying. Please email IntensiveEnglish@bhcc.edu to schedule your placement test.

Total hours: 140 hours for 7 weeks of program.

The cost of a seven-week class is \$1,599, which must be paid in whole at the start of classes. There is no payment plan for these classes.

11	T/W/TH/F	9 a.m.-2 p.m. Jan 28–Mar 14, 2025	In-person
21	T/W/TH/F	9 a.m.-2 p.m. Mar 25–May 9, 2025	In-person

Spanish

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

The Language Institute at BHCC Division of Workforce and Economic Development is offering Beginning Spanish classes, with a convenient weekend schedule.

**Beginning Spanish I
LNG-400E \$245**

Designed for students with little or no background in the Spanish language, this course focuses on the acquisition of basic listening, speaking, reading and writing skills within a cultural framework.

S1	S	9 a.m.-12 p.m. Feb 15–Mar 22, 2025	Remote & Synchronous
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**Beginning Spanish II
LNG-400AE \$245**

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

S1	S	9 a.m.-12 p.m. Apr 5–May 10, 2025	Remote & Synchronous
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French

Beginning French \$165

Proper pronunciation is important for good communication. Beginning Conversational French will help you master the best pronunciations.

For start dates, tuition, and registration, go to

ed2go.com/courses/language/languages/ilc/conversational-french-beginner

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Enterprise Center for Entrepreneurship & Training

The Center for Entrepreneurship evolved from a Small Business needs assessment by the Metropolitan Area Planning Council, a comprehensive study of small business activity and opportunities in those communities. The ECET supports diverse small businesses, laid-off and underemployed community members and those most acutely impacted by COVID-19.

Supporting the needs of small businesses is an essential investment for the recovery

and revitalization of these communities. Community Project Funding would provide material support to these hard-hit communities. The ECET launched in October 2023 with offerings tailored to assist with technology, online consultation, and non-degree training. Workshops include an overview of entrepreneurship, nonprofit management, introduction to grant writing, essentials of marketing and much more.

Small Business Marketing

Unlock the secrets to success in the dynamic world of small business marketing. This course adopts a practical, hands-on approach, integrating marketing fundamentals with relevant real-world case studies. Stay at the forefront by exploring the latest marketing trends and innovations and acquiring the skills to navigate the ever-evolving marketing landscape.

Marketing para Pequeñas Empresas

Descubre los secretos del éxito en el dinámico mundo del marketing para pequeñas empresas. Este curso adopta un enfoque práctico y activo, integrando fundamentos de marketing con estudios de caso relevantes del mundo real. Mantente a la vanguardia explorando las últimas tendencias e innovaciones en marketing y adquiriendo las habilidades para navegar por el paisaje de marketing en constante evolución.

Entrepreneurship Overview (Now offered in English, Spanish and Portuguese)

This course provides an introduction to the principles of entrepreneurship and aims to provide attendees with the skills needed to effectively organize, develop, create, and manage a business. Upon completion, attendees should have a solid understanding of the entrepreneurial process and the issues to consider when starting a small business.

Visión General del Emprendimiento

Este curso ofrece una introducción a los principios del emprendimiento y tiene como objetivo proporcionar a los asistentes las habilidades necesarias para organizar, desarrollar, crear y gestionar un negocio de manera efectiva. Al completar el curso, los asistentes deberían tener una comprensión sólida del proceso emprendedor y de los aspectos a considerar al iniciar una pequeña empresa.

Non-Profit Management

This course provides an introduction to creating a non-profit business. Topics include: legal creation, board recruiting, finances, ethics, business planning, fundraising. Students will create a business plan and incorporating the points covered. Participants will be able to present their business plan to the group for feedback.

Gestión de Organizaciones Sin Ánimo de Lucro

Este curso ofrece una introducción a la creación de una empresa sin ánimo de lucro. Los temas incluyen: creación legal, reclutamiento de la junta directiva, finanzas, ética, planificación empresarial y recaudación de fondos. Los estudiantes crearán un plan de negocio, incorporando los puntos tratados. Los participantes podrán hacer presentaciones (o propuestas) al grupo de su plan de negocio para recibir retroalimentación.

Grant Writing Skills

In the "Grant Writing Skills" course, students gain an understanding of the state and federal grant proposal process, from mastering research techniques to crafting compelling narratives. Gain critical thinking prowess to align proposals with funders' priorities and enhance communication skills for impactful grant applications.

Habilidades para la Redacción de Subvenciones

En el curso "Habilidades para la Redacción de Subvenciones", los estudiantes obtienen un entendimiento del proceso de propuesta de subvenciones estatales y federales, desde dominar técnicas de investigación hasta la creación de narrativas convincentes. Desarrolla habilidades de pensamiento crítico para alinear las propuestas con las prioridades de los financiadores y mejora las habilidades de comunicación para aplicaciones de subvenciones impactantes.

** will turn into "Lab and Remote" once there are six or more students

Restaurant Entrepreneurship (Offered in Spanish)

Dive into the vibrant world of culinary business with our new course, "Restaurant Entrepreneurship," offered in Spanish. Tailored for aspiring restaurateurs, this dynamic program covers everything from concept development and menu design to effective marketing and staff management. Gain practical insights and strategies to launch and sustain a successful restaurant.

Emprendimiento Restaurantero (Ofrecido en Español)

Sumérgete en el vibrante mundo del negocio culinario con nuestro nuevo curso, "Emprendimiento Restaurantero", ofrecido en español. Diseñado para los aspirantes a restauranteros, este programa dinámico cubre todo desde el desarrollo de conceptos y diseño de menús hasta marketing efectivo y gestión de personal. Obtén conocimientos prácticos y estrategias para lanzar y sostener un restaurante exitoso.

Government Funding for Small Business

Gain an understanding of the different agencies in the state that can enhance and assist your business. You will learn about available funding programs and assistance, including grants and loans. You'll come away confident in your ability to deal with local government agencies.

Apoyo Gubernamental para Pequeñas Empresas

Obtén un entendimiento de las diferentes agencias estatales que pueden mejorar y asistir a tu negocio. Aprenderás sobre oportunidades para obtener subvenciones, préstamos, otros programas de financiación y asistencia. Saldrás con confianza en tu capacidad para tratar con el gobierno local en tu área.

Basic Life Support (BLS) (Offered in English and Spanish)

The Basic Life Support Course is a half-day class designed for healthcare professionals and other personnel who need to know how to perform CPR and other basic cardiovascular life support skills in a wide variety of in-facility and prehospital settings.

WORKFORCE HIGHLIGHT

SOCIAL WORK DEGREE PROGRAM SPONSORED BY MASS GENERAL BRIGHAM

Get the education you need for a fulfilling career in social work with the Associate in Social Work program at Bunker Hill Community College.

Developed in collaboration with industry leaders and professional organizations, this program gives students the skills and experience necessary to excel in social work.

Over two years, students will engage in comprehensive coursework designed to equip them with a solid foundation in social work principles, theory, and practice. Additionally, students will have the opportunity to participate in hands-on learning experiences and internships with leading social work agencies and organizations.

Upon successful completion of the program, students will earn an associate in social work degree, preparing them for entry-level positions in a variety of social work settings. Graduates of the program will be well-positioned to pursue further education or enter the workforce as competent and compassionate social work professionals.

Students enrolled in the program will have the invaluable opportunity to participate in a paid internship. This internship will give students firsthand exposure to the inner workings of leading social work organizations, allowing them to apply their classroom knowledge in a real-world setting.

Additionally, as part of our commitment to supporting student success, participants in the program will receive the added benefit of two complimentary courses. These courses, offered at no additional cost, provide students with the opportunity to explore specialized topics or further enhance their skills in areas relevant to their career goals.

Currently, the starting salary range for social work professionals in Massachusetts is approximately \$30 per hour, with additional compensation available for overtime work, making it a lucrative and rewarding career choice.

Please visit the link below for more information:

bhcc.edu/workforce/grantsandfinancialassistance/socialworkcareers/

** will turn into "Lab and Remote" once there are six or more students

For a complete listing of online courses and to register, go to bhcc.edu/cce-catalog

Soporte Vital Básico (BLS) (Ofrecido en inglés y español)

El curso de Soporte Vital Básico es una clase de medio día diseñada para profesionales de la salud y otro personal que necesita saber cómo realizar la RCP y otras habilidades básicas de soporte vital cardiovascular en una amplia variedad de entornos dentro de instalaciones y prehospitalarios.

First Aid /Heartsaver® CPR (Offered in English and Spanish)

Heartsaver CPR is a half-day class, geared for anyone with limited or no medical training who needs a course completion card in CPR and AED use to meet job, regulatory, or other requirements. Upon successful completion of the course, students receive a course completion card, valid for two years.

Primeros Auxilios /RCP Heartsaver® (Ofrecido en inglés y español)

Heartsaver CPR es una clase de medio día, dirigida a cualquier persona con formación médica limitada o nula que necesite una tarjeta de finalización de curso en RCP y uso de DEA para cumplir con requisitos laborales, reglamentarios u otros. Al completar exitosamente el curso, los estudiantes reciben una tarjeta de finalización del curso, válida por dos años.

ServSafe Manager (Offered in English and Spanish)

Take this half-day class to receive a ServSafe Manager Certification, a food safety certification from the National Restaurant Association Educational Foundation. It verifies that a manager has the knowledge and skills to protect the public from foodborne illness in food service operations, such as restaurants, schools, and hospitals.

ServSafe Manager (Ofrecido en inglés y español)

Toma esta clase de medio día para recibir la Certificación de ServSafe Manager, una certificación de seguridad alimentaria de la Fundación Educativa de la Asociación Nacional de Restaurantes. Verifica que un gerente tiene el conocimiento y las habilidades necesarias para proteger al público de enfermedades transmitidas por alimentos en operaciones de servicios de alimentos, como restaurantes, escuelas y hospitales.

ServSafe Food Handler

In this half-day class, successful students earn a ServSafe Food Handler Certificate, a basic food safety certification for people who work in food handler positions. ServSafe certification can help employers and customers trust that food will be prepared and stored properly and that they won't get sick from eating it.

ServSafe Manipulador de Alimentos

En esta clase de medio día, los estudiantes exitosos obtienen un Certificado de ServSafe Manipulador de Alimentos, una certificación básica de seguridad alimentaria para personas que trabajan en puestos de manipulación de alimentos. La certificación ServSafe puede ayudar a que empleadores y clientes confíen en que los alimentos serán preparados y almacenados correctamente y que no se enfermarán al consumirlos.

Limited funds to assist with tuition costs are available for Chelsea-based small businesses.

Please visit the link below for more information

bhcc.edu/ecet

WORKFORCE HIGHLIGHT

TUFTS RESEARCH ADMINISTRATION & COMPLIANCE COHORT

Start Your Career in Research Administration and Compliance with the TRACC Program!

Looking for a rewarding, high-demand career in Massachusetts? The TRACC program, a partnership between Bunker Hill Community College and Tufts University, combines paid learning with practical experience in Research Administration and Compliance. Through coursework and a six-month apprenticeship

at Tufts, you'll gain the skills and knowledge needed to excel in these critical fields. Take the first step toward a fulfilling career today!

Please visit the link below for more information:

bhcc.edu/tracc

Online Learning through BHCC's Content Partner

Professional Development and Job Training Programs

ed2go ONLINE LEARNING

In partnership with our content partner, ed2go, we offer a wide range of highly engaging, interactive, and relevant non-credit courses that you can take entirely online.

You may choose self-paced or instructor-led. All of our courses include expert instructors, many of whom are nationally known authors.

These online courses are affordable, fun, fast, convenient, and geared just for you.

- Instructor-facilitated
- Convenient—Classes from the comfort of your own home
- Accessible—24/7/365 Access
- Engaging—Online discussion areas
- Project-oriented—Courses include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more.

For more information and to register, visit careertraining.ed2go.com/bhcc

View Our Most Popular Online Professional Development Courses & Programs

Our top five most popular ed2Go programs are listed below. Click on one of the links to view each program or view all the professional courses we offer at careertraining.bhcc.edu.

Please note: When you click the links below, you will be taken to our ed2go and BHCC partner site. From there you may search for any course you are interested in taking. Please note that when you register, you will be registering and making payment directly with ed2go.

GES1014 Medical Coding and Billing

If you're considering a new career or switching fields, now is a fantastic time to dive into medical billing and coding! With over a million doctors in the U.S. depending on skilled billers and coders, there's a growing need for professionals in this field. You'll find opportunities in hospitals, insurance companies, pharmacies, and many other places.

The Ed2Go Medical Billing and Coding course equips you with essential skills, including legal, ethical, and regulatory knowledge such as HIPAA compliance and coding guidelines. You'll learn about all stages of the revenue cycle—from patient registration to reimbursement—and gain familiarity with medical terminology and body systems.

Upon completing the course, you'll be prepared for certification exams, which can significantly boost your earnings. You can choose from various certifications, including the CPC, CCA, or CBCS, depending on your career goals.

careertraining.bhcc.edu/training-programs/medical-billing-coding-voucher-included

GES793 HVAC/R

This online HVAC/R training course is designed for technicians with more than a year of experience who want to advance their careers through certification. The course covers advanced maintenance and troubleshooting for heating, air conditioning, and refrigeration systems, using videos, reading materials, service simulations, and practical exercises. It aligns with industry standards and prepares you for HVAC Excellence and NATE certification exams, including the EPA 608 certification. You'll also receive vouchers for the HVAC Excellence exams. Make sure to check your state's certification requirements before enrolling.

careertraining.bhcc.edu/training-programs/hvacr-certified-technician

GES789 Residential Electrician

The Residential Electrician course provides fundamental training for working with residential electrical systems, suitable for beginners. With high demand for electricians due to infrastructure

growth and an aging workforce, this course prepares you for the electrical licensing exam and entry-level positions. You'll learn electrical theory, wiring, safety, and customer service through interactive content, including virtual simulations and critical thinking scenarios. The course includes 30+ virtual simulations, 10 customer service lessons, and practical quizzes. Note that while this course prepares you for most state licensing exams, it does not meet the requirements for a Massachusetts Electrician license.

careertraining.bhcc.edu/training-programs/residential-electrician

GES703 Freight Broker/Agent Training

Kickstart your career as a freight broker or agent with our online training program! This comprehensive course covers essential skills for both roles, including the basics of brokering shipments, understanding laws and terminology, and using key tools and software. You'll learn how to start and manage your own freight brokerage, handle contracts, find shippers, and rate loads.

Online Learning: ed2Go/ Somerville ESOL Project/ Free Customer Service & Career Readiness Class

The training is divided into two sections: freight broker and freight agent. As a freight agent, you'll discover how to find shippers and loads, locate reliable motor carriers, and manage daily operations. As a freight broker, you'll get guidance on setting up your business, including choosing a name, meeting state requirements, registering, and handling insurance and capital needs.

The course also emphasizes crucial skills such as goal setting, office organization, recordkeeping, and marketing. By the end, you'll be equipped with the knowledge to set up contracts, communicate and negotiate with shippers and carriers.

careertraining.bhcc.edu/training-programs/freight-broker-training

GES515 Certified Residential Interior Designer

Elevate your interior design career with our Certified Residential Interior Designer course, perfect for both newcomers and seasoned professionals. This course offers comprehensive training to boost your knowledge, career prospects, and industry reputation. It includes practical coursework, portfolio development, and the Residential Interior Designer Education

(R.I.D.E.) exam, culminating in a credential endorsed by the Designer Society of America (DSA). Graduates receive a one-year DSA membership, enhancing networking opportunities and supporting ongoing professional growth.

careertraining.bhcc.edu/training-programs/residential-interior-designer-course-online

Fundamental Skills through ed2go

Gain new personal and professional skills. Two ways to learn! In our instructor-led courses, you study and interact with a cohort over a six-week schedule. Courses start monthly with twice-weekly lesson plans. For the independent learner, our self-paced courses provide access to all lessons immediately with up to three months to complete.

ed2go.com/bunkerhill/

Please note: When you click the link, you will be taken to our ed2go and BHCC partner site. From there you may search for any course you are interested in taking. Please note that when you register, you will be registering and making payment directly with ed2go.

Advanced Careers Training Drop Policy

WITHIN THE 10-DAY GRACE PERIOD

Students enrolled in an Advanced Career Training Program have 10 calendar days from the date they sign their Student Enrollment Agreement to advise ed2go of any need to drop their program for a refund. During this time frame, students can submit their drop/refund request to their Student Advisor.

Please note:

- The 10-day refund policy may not apply to all programs. Some programs are non-refundable once the student has received a start date for the program.
- Students may be responsible for material costs, if materials are not returned to ed2go, or received back in less than new condition.

All students who enroll in the Advanced Career Training Program must sign an SEA before they begin their career program. Please see the Student Enrollment Agreement here:

ed2go.com/career/student-agreement

WORKFORCE HIGHLIGHT

SOMERVILLE ESOL PROJECT

Bunker Hill Community College and The Welcome Project are offering no-cost English as a Second Language Classes through generous support from the City of Somerville.

To qualify for these classes, you must:

- Be a Somerville resident (Applicant must have a Somerville address)
- Be age 18 or older
- Document that you are from a low-income household

All levels of English learners are welcome!

The program will include customer service-focused training and job-seeking skills.

Day and evening classes will be held online at The Welcome Project in Somerville and at Bunker Hill Community College in Charlestown.

For more details please visit:

bhcc.edu/somerville-esol

FREE CUSTOMER SERVICE & CAREER READINESS CLASS

Upon completion of your FREE English course, you will enroll in the FREE Customer Service and Career Readiness Course.

Classes will be held at Bunker Hill Community College on the Chelsea Campus, 70 Everett Avenue, Chelsea, MA 02150

This course will cover the following topics:

- Understanding of professional behavior in a business setting

- Understanding of professional appearance and dress at work
- Learn the standards for actions and attitudes at work
- Learn the importance of business etiquette
- Learn how to make a positive first impression

For more details please visit:

bhcc.edu/somerville-esol/customerservicecareerreadinessclass

Parking Permits

Student parking is available in lots 1 and 2 on the Charlestown Campus, seven (7) days per week, from 6 a.m.–11 p.m. These lots are owned by the City of Boston and managed by ABM Parking Services. You may buy either a daily pass, at \$15.45 per day or a semester parking pass at \$95.

To purchase the daily permit, you must download the ParkMobile mobile app on your phone. Go to the App store – either Android or Apple – and download the ParkMobile app. With the app downloaded, you will drive to the campus.

Once you arrive at parking lots 1 or 2 at BHCC, launch the app and purchase your permit. The Zone # is 5850. Once you buy it, you are good to park. A parking lot attendant may be present to assist as needed. The parking is good for the whole day until 11 p.m. Park first, launch the ParkMobile app, and purchase the permit.

To purchase a semester parking pass, please visit bhcc.edu/parking. Rates are subject to change.

If you are parking at the Chelsea campus, follow the above Instructions. Print the confirmation out and place it on your dashboard as proof of purchase. You may trade it in for a hang tag as used in the Charlestown Campus lots.

Enter the student parking at Second Street. Look for one of 29 parking spaces designated as “Reserved BHCC Student/Sticker Parking”. Do not park in BHCC Faculty/Staff spaces.

Bunker Hill Community College is not responsible for any damages and/or theft of any vehicle. The purchase of a permit does not guarantee the availability of a parking space.

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

Cancellation and Refund Policy: Community Education

Students may cancel enrollment in a Community Education course before the first class meeting and

receive a refund, minus a 3% service fee. No refund is given once class starts. Refund requests must be made through email by the student to: commed@bhcc.edu.

The college may cancel a class due to low or no enrollment. Students will be notified of the cancellation within 24–48 hours prior to the start of the class. In this case, students receive a full refund. If a student has paid by credit card, refunds are automatically credited to the same credit card.

ed2Go and Cannabis programs have different refund policies.

For ed2Go refund policy, please visit bhcc.edu/workforce/career

For Cannabis certificate programs, refunds requested within seven (7) calendar days commencing from the registration date, will be refunded the full tuition amount. Refund requests must be made through email by the student to bhcc@cannabisstudiesonline.com.

Intensive English and Basic English Language Programs

Prior to class start and up to 3 days after class start: Full refund minus 3% administrative processing fee. After class start: No refund. Seat transfer only.

F-1 Students: If you were not able to receive your visa in time to attend the term, you must notify the Intensive English Program immediately so that we can transfer your seat or issue a refund.

Set Up Your BHCC Account & Accessing College Wi-Fi

As a non-degree student, you should set up your BHCC account to perform business at the college and gain access to Wi-Fi. Instructions on how to set up your account are found here: bhcc.edu/workforce/bhccstudentemailandaccountsetup. Once you get to the page, scroll down to the section titled, “BHCC Self Retrieval Account Set Up”.

Once you have self-retrieved your username and password, you are all set. If you have any issues with the self-retrieval process, you may contact the Helpdesk at

helpdesk@bhcc.edu or 617-228-3441. Emailing the Helpdesk is faster. Once you have completed the password set-up, you will be able to access the school’s Wi-Fi using your username and password.

Emergency Policy

The college may cancel classes due to emergencies. All students should sign up to BHCC Emergency Alerts to obtain information about class cancellations and any other news. Visit: bhcc.edu/alertsignup

Get Your BHCC Student ID Card

For Spring 2025, non-credit students taking classes on campus should obtain a BHCC Photo ID. Please visit: bhcc.edu/studentcentral/bhccidcard for instructions.

For assistance contact:
Student Central
Charlestown Campus,
Second Floor,
B-Building Lobby
617-228-2370
StudentCentral@bhcc.edu
bhcc.edu/studentcentral

Student Benefits

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

- Wi-Fi Access
- Library
- Academic Computer Lab*
- Fitness Center
- Student Clubs
- Language Lab

*To access these services you must set-up a Bunker Hill email and self service account.

For more information visit: bhcc.edu/workforce/ccstudentemailandaccountsetup



**Bunker Hill
Community College**

imagine the possibilities

Workforce and Community Education

Division of Workforce and Economic Development

Chelsea Campus
70 Everett Avenue
Chelsea, MA 02150
Phone: 617-228-2462
Fax: 617-228-2080
Email: commed@bhcc.edu

For inquiries about Community Education courses, email commed@bhcc.edu

For inquiries about Intensive English courses, email IntensiveEnglish@bhcc.edu

For inquiries about Basic English Language (BELL) courses, email Jenny Bobea at jenny.bobea@bhcc.edu or commed@bhcc.edu

For inquiries about Adult Education, email Michelle Rojas Surin at mrojassu@bhcc.edu

If you are an employer, interested in customized training, internships or connecting with our programs and faculty, please email us at: employerinquiries@bhcc.edu

If you are an employer who wants to post a job, please go to this link to set up a job posting account.

[Joinhandshake.com](https://joinhandshake.com)

bhcc.edu/cce-catalog

Connect with us!
@BHCCBoston



Charlestown Campus | 250 New Rutherford Avenue, Boston, MA 02129 | 617-228-2000 | TTY: 617-242-2365

Chelsea Campus | 70 Everett Avenue, Chelsea, MA 02150 | 617-228-2101 | TTY: 617-242-2365

Instructional Centers | Chinatown · Dorchester · East Boston · Everett · Malden · Quincy · Online | **bhcc.edu**

AFFIRMATIVE ACTION and EQUAL OPPORTUNITY POLICY

AFFIRMATIVE ACTION and EQUAL OPPORTUNITY STATEMENT Bunker Hill Community College is an affirmative action/equal opportunity institution and does not discriminate on the basis of race, creed, religion, color, sex, sexual orientation, gender identity, age, disability, genetic information, maternity leave, and national origin in its education programs or employment pursuant to Massachusetts General Laws, Chapter 151B and 151C, Titles VI and VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973; Americans with Disabilities Act, and regulations promulgated thereunder, 34 C.F.R. Part 100 (Title VI), Part 106 (Title IX) and Part 104 (Section 504). Inquiries concerning application of the above should be directed to Nahomi Carlisle, Esq., Associate Vice President, Chief Equity and Compliance Officer, Affirmative Action Officer and Section 504/ADA Coordinator, at 250 New Rutherford Avenue, Charlestown Campus, Room A307, Boston, MA 02129, phone 617-228-3311; email nahomi.carlisle@bhcc.edu.