

**Low-Cost Popular Sessions**

These computer classes and professional seminars offer a big impact for a low cost

Course Name	Date	Time	# of Sessions	Cost
Windows® and Microsoft Office® 2010 Survival Skills	Feb. 1	9:00AM - 12:00PM	1	\$39
Microsoft Word® 2010 Survival Skills	Feb. 8	9:00AM - 12:00PM	1	\$39
Microsoft Excel® 2010 Survival Skills	Feb. 15	9:00AM - 12:00PM	1	\$39
Outlook® 2010 Survival Skills	Feb. 22	9:00AM - 12:00PM	1	\$39
Microsoft Publisher® 2010 Survival Skills	Feb. 29	9:00AM - 12:00PM	1	\$39
Creating Presentations with Microsoft Powerpoint® 2010	Mar. 7	9:00AM - 12:00PM	1	\$39

Questions? Call (413) 552-2500

To Register: Call (413) 538-5815 or visit [www.hcc.edu/bcs](http://www.hcc.edu/bcs)

**GED and ESOL Courses**

Course Name	Date	Time	# of Sessions	Cost
Instructor Led Preparation for the GED	Jan. 23 - Apr. 25	6:00PM - 8:30PM (MW)	24	\$249



Beginning with diagnostic testing, program reviews all areas covered by the [GED] exam: Writing Skills, Social Studies, Science, Reading Comprehension, and Mathematics. You'll get tips on how to take the GED test and use of the hand calculator used in the test. 24 Sessions

English for Speakers of Other Languages (ESOL)	Jan. 23 - May 9	6:00PM - 8:00PM (MW)	28	\$25
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A basic level English language class for those with little or no experience with English. Emphasizes developing speaking ability and comprehension in the context of everyday activities (such as shopping, going to the doctor, or getting a job). Provides opportunities to practice and reinforce important vocabulary and key grammar. 28 sessions

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**FREE Popular Computer Classes**

Course are offered in English and Spanish

Course Name	Date	Time	# of Sessions	Cost
Introduction to the Computer and How It Can Change Your Life	Feb. 1	1:30PM - 3:00PM	1	\$0
Introduction to the Computer (Spanish)	Feb. 13	1:00PM - 2:30PM	1	\$0
Personal Uses of the Internet	Feb. 8	1:30PM - 3:00PM	1	\$0
Personal Uses of the Internet (Spanish)	Feb. 27	1:00PM - 2:30PM	1	\$0
Professional Uses of the Internet	Feb. 15	1:30PM - 3:00PM	1	\$0
Professional Uses of the Internet (Spanish)	Mar. 5	1:00PM - 2:30PM	1	\$0
Microsoft Office® Essentials Part I	Feb. 22	1:30PM - 3:00PM	1	\$0
Microsoft Office® Essentials Part I (Spanish)	Mar. 26	1:00PM - 2:30PM	1	\$0
Microsoft Office® Essentials Part 2	Feb. 29	1:30PM - 3:00PM	1	\$0
Microsoft Office® Essentials Part 2 (Spanish)	Apr. 9	1:00PM - 2:30PM	1	\$0

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**Bits & Bytes Workshops**

Free workshops geared towards basic - intermediate computer skills

Keyboarding - Typing Practice & Workshop	Jan. 10	3:30PM - 4:30PM	1	\$0
De-Mystify the Computer - What's Inside?	Jan. 11	12:30PM - 1:30PM	1	\$0
Point & Click - How To Use A Mouse	Jan. 12	3:30PM - 4:30PM	1	\$0
Online Shopping 101 - Shop Safe!	Jan. 17	3:30PM - 4:30PM	1	\$0
Do Your Research! - Finding Information on the Internet	Jan. 19	3:30PM - 4:30PM	1	\$0
Buying a Computer - Consumer Reviews	Jan. 24	3:30PM - 4:30PM	1	\$0
Fixing a Computer - Troubleshooting & Computer Anxiety	Jan. 26	3:30PM - 4:30PM	1	\$0

Questions? Call (413) 552-2928

To Register: Call Shane (413) 552-2928 or email [gilltech.holyoke@gmail.com](mailto:gilltech.holyoke@gmail.com)