

HOLYOKE COMMUNITY COLLEGE BUSINESS & COMMUNITY SERVICES
SPRING 2012 COURSE BULLETIN

HOLYOKE
COMMUNITY COLLEGE

Futures Inspired

New Year,

New Start

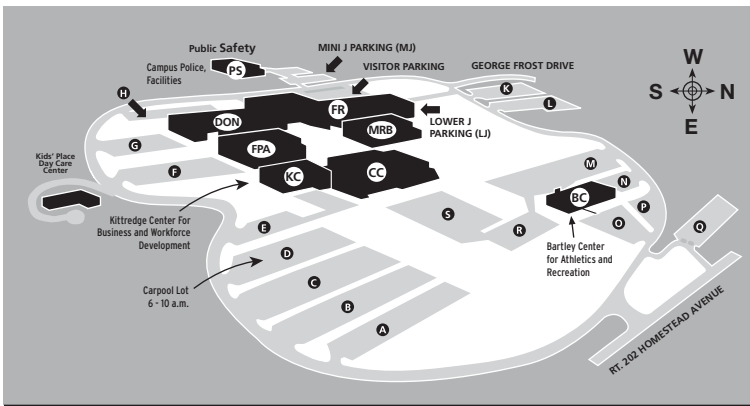
- Computers & Technology
- Personal Enrichment
- Professional Development
- Testing & Test Preparation

Non-credit Professional Development & Personal Enrichment Courses

Classes start in January and throughout the spring
Register now! www.hcc.edu



Holyoke Campus Map / Parking



Parking: All credit and non-credit students are required to register their vehicles with the Campus Police Department. During the evening, students may register their cars at the switchboard located on the third floor of Frost. You must provide a valid vehicle registration. Consult the campus map (above) for student parking areas. There is no charge for a parking sticker.

BUILDINGS

BC	David M. Bartley Center for Athletics & Recreation	
CC	Campus Center	Bookstore, Cafeteria
DON	Donahue	Library, Student Activities
FPA	Fine & Performing Arts	Leslie Phillips Theater
FR	Frost	Administration, Admissions, Student Records, Welcome Center
KC	Kittredge Center for Business & Workforce Development	
MRB	Marieb	Health & Life Sciences
PS	Public Safety	Campus Police, Facilities

PARKING LOTS

STUDENTS (Permit required)

DAY PARKING: 6 A.M. - 4 P.M. A, B, C, D, M, N, O, P, Q, R, S
EVENING PARKING: 4 P.M. - 11 P.M. A, B, C, D, E, F, H, K, L, M, N, O, P, R, S

Students may not park in Upper J, Mini J, or G lot at any time.

STAFF (Permit required)

DAY PARKING: E, F, H, K, L • EVENING PARKING: G, J, L

VISITORS

J, E • FOR SPECIAL EVENTS: F • HANDICAPPED: G (Permit required)

Main Campus

Holyoke Community College
 303 Homestead Avenue
 Holyoke, MA 01040
 (413) 538-7000

Additional Locations

Northampton: Smith College
 Seelye Hall, Elm Street, Northampton, MA.

HCC Adult Learning Center
 at the Picknelly Adult and Family Education Center
 at the Holyoke Transportation Center
 206 Maple St., Holyoke, MA 01040
 (413) 552-2990 ext. 3

Free pre-GED and GED instruction, academic advising and basic computer skills, during the evening throughout the year.

Ludlow: Ludlow Area Adult Learning Center (LAALC)

54 Winsor St., Ludlow, MA 01056
 (413) 583-0320
www.ludlowcenter.org

Free English for Speakers of Other Languages (ESOL) instruction, academic advising, and basic computer skills during the day and evening throughout the year.

Picknelly Adult and Family Education Center (PAFEC)

at the Holyoke Transportation Center
 206 Maple St., Holyoke, MA 01040
 (413) 552-2990

Business & Community Services Non-credit Courses



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FOR BUSINESS AND
WORKFORCE DEVELOPMENT
HOLYOKE COMMUNITY COLLEGE

COMPUTERS & TECHNOLOGY



For complete course descriptions or to register online, go to www.hcc.edu/bcs.

Find us on Facebook:
The Kittredge Center for Business
& Workforce Development

Computers & Technology For Novices

PC Fundamentals For the Beginner • TECH 001 • 2 sessions

CRN 15012 SEC 51 Jan 24-31 T 6:00 p.m.-9:00 p.m.

New to technology? Want to build basic skills in a relaxed, non-threatening atmosphere? Learn proper use of keyboard, mouse, and cursor. Learn to edit and select text and other objects; locate and move the insertion point; copy, cut, and paste; open, move, resize, and restore windows; run programs, use scroll bars, dialog boxes and controls, and understand printing basics. Your specific needs will be addressed. No computer experience required. Instructor: Keith Davis.

Non-credit tuition: \$99

Introduction to Microsoft Windows 2010 • TECH 002 • 4 sessions

CRN 15013 SEC 51 Feb 21-Mar 20 T 6:00 p.m.-9:00 p.m.

Learn the essential characteristics of Windows that apply to all Windows programs such as Word, Excel, Access, PowerPoint, etc. We'll include a review of mouse and editing features, understanding dialog boxes, the Start Menu, Task Bar and Desktop properties. Become comfortable in file creation, association, handling and shortcuts along with the PC's folder structure. Understand hardware terminology, file maintenance, backups and helpful tricks. Prerequisite: PC Fundamentals for the Beginner (TECH 001) is required. Instructor: Keith Davis.

Non-credit tuition: \$199 *(no class Mar 13)

Microsoft

Transitioning from MS Office 2003 to MS Office 2007 or 2010

CWD 708 • 4 hours

CRN 15315 SEC 64 Feb 7 8:30a.m.-12:30p.m.

CRN 15316 SEC 65 May 15 8:30a.m.-12:30p.m.

Is it time to upgrade your MS Office to become more current? There were significant changes between MS Office 2003 and 2007, and minor changes between versions 2007 and 2010. In this short hands-on workshop, you will become familiar with the changes and be ready to adapt to the changes easily. The trainer will concentrate on the switch from toolbars to ribbons in the MS Word and MS Excel components of the suite. The training takes place in a computer lab with each student having use of a pc. **Group Training:** Companies expecting to transition their organization over to MS Office 2007 or 2010 from 2003 can contact us at (413) 552-2506 to arrange for a customized schedule to train your employees.

Non-credit tuition: \$65 includes instruction and handouts

Microsoft Word 2010 • TECH 006 • 4 sessions

CRN 15016 SEC 51 Mar 27-Apr 17 T 6:00 p.m.-9:00 p.m.

Learn the skills necessary to proficiently use Microsoft Word and increase your productivity. Topics include: formatting characters, placing and aligning text, paragraph formatting and tab setting options, borders & shading, page numbers, headers and footers, templates, editing text, generating an outline, creating documents for the Internet, columns, tables, managing files, symbols, text boxes and graphics, printing documents and envelopes, labels and mail merge. Discover tips, shortcuts and more! Handouts included. Prerequisite: TECH 002 or equivalent experience. Instructor: Keith Davis.

Non-credit tuition: \$199

Microsoft Excel 2010 • TECH 007 • 4 sessions

CRN 15017 SEC 51 Mar 28-Apr 18 W 6:00 p.m.-9:00 p.m.

Master the creation of spreadsheets with this powerful software. Learn to create, modify and print worksheets; format text and numbers; use dates; create and apply ranges; use common functions and formulas including IF, VLOOKUP and accounting functions; use conditional formatting, draw and graphics; create graphs; save in HTML and other file types. You'll also learn how to use multiple spreadsheets and link to bookmarks, other files, and objects. Printing techniques and importing/exporting data are discussed. Handouts included. Prerequisite: TECH 002 or equivalent experience required. Instructor: Keith Davis.

Non-credit tuition: \$199

Microsoft Project Essentials • CWD629 • 4 sessions

CRN 15108 SEC 67 Call for start dates 5:00 p.m.- 9:00 p.m.

This course teaches students how to create, update, and report progress of project schedules using best practices for schedule development and Microsoft Project 2007 or 2010. Mastering the Microsoft Project scheduling engine is the key to enjoying your work with the software. This course shows you how to drive the tool through each stage of the project management life cycle and offers multiple best practices for using the software while defining, planning, executing, and closing a project. Although framed around PMI's (Project Management Institute) project lifecycle, the course content is methodology-agnostic and focuses on hands-on learning methods. In addition, students will acquire all of the knowledge and preparation necessary to pass the Microsoft MS Project Certification Exam 70-632 upon completion of this course (MS Project 2007 class only). PMP® certification holders are eligible to claim 16 PDUs for attending this course. Call Robert at (413) 552-2086 for start dates.

Non-credit tuition: \$599 (includes books)

Microsoft Project Advanced • CWD630 • 2 sessions

CRN 15109 SEC 67 Call for start dates 5:00 p.m.- 9:00 p.m.

Designed for the advanced user or serious novice, this course teaches techniques for using Microsoft Office Project 2007 pertinent to managing complex projects in mature project management environments. In this course, the special emphasis is on "explaining the mysteries" that often arise with the software, and adding depth and mastery to your software skills. PMI Certification holders will be eligible for 8 PDUs after attending this course. Call Robert at (413) 552-2086 for start dates.

Non-credit tuition: \$299 (includes books)

Web & Web Design

Basic Website Design • TECH 003 • 4 sessions

CRN 15014 SEC 51 Feb 22-Mar 21 W 6:00 p.m.-9:00 p.m.

Learn to create your own website by writing HTML code in the Windows text editor Notepad. Understand hosting and domain name ownership plus costs and methods for setting up accounts. Using HTML tags we'll explore fonts, colors, backgrounds, images, animations, links, tables, style sheets, mouse-over buttons, keyword techniques for search engines, embedding videos and sound and more. We'll look at JavaScript and PHP script to make menus and forms and discuss online shopping carts and payment methods. Flash drive required to save work. Prerequisite: Good editing, file handling, typing and mouse skills. Instructor: Keith Davis.

Non-credit tuition: \$199 *(no class Mar 14)

Drive More Traffic to Your Website • TECH 004 • 4 sessions

CRN 15015 SEC 51 Jan 25-Feb 15 W 6:00 p.m.-9:00 p.m.

Don't spend thousands of dollars for a consultant to optimize your website. You'll learn how to improve your site, create more traffic and more sales. Covers general web theory; site navigation; viewer interactivity; Internet fundamentals; search engine optimization; and tools, techniques, and marketing concepts to attract buyers to your site. Constructively analyze your website and create and execute a plan to increase traffic. Instructor Craig Devonshire.

Non-credit tuition: \$124

Students in computer classes should bring a flash drive to class in order to save work.

Adobe Photoshop CS5 • TECH 008 • 5 sessions

CRN 15018 SEC 51 Feb 27-Apr 02 M 6:30 p.m.-8:30 p.m.

Discover the power of Photoshop CS5! Learn tools and basic image manipulation techniques, including image formats, filter effects, retouching digital photos, color correction, layers, and painting tools. You should have a working knowledge and basic level of computer proficiency. Ideal for beginning web designers and digital camera owners. Class taught on PCs, but Mac owners encouraged to attend.

Non-credit tuition: \$199 *(no class Mar 12)

Intermediate Adobe Photoshop • TECH 009 • 3 sessions

CRN 15019 SEC 51 Apr 09-30 M 6:30 p.m.-8:30 p.m.

If you understand Photoshop basics, this hands-on course helps you explore new, more advanced techniques for creating images, photo editing, and using layers. We'll use Photoshop CS5, though techniques are easily applied to other versions. This course is ideal for photographers, web designers and artists looking to expand their skills. Class will be taught on PCs, but Mac users are encouraged to attend. Educator and web developer Jeff Mackler owns two web-service businesses.

Non-credit tuition: \$139 *(no class Apr 16)

Build A Small Business Website Using Dreamweaver® • TECH 012 • 4 sessions

CRN 15021 SEC 51 Feb 22-Mar 21 W 6:00 p.m.-9:00 p.m.

Learn to build a basic professional-looking website from scratch, or take your existing idea to the next level. Begin with the basics of creating and publishing a simple website with text, graphics, links, and menus. Then enhance your site with CSS formatting, tables, Flash video, pop-ups, and rollovers. Use templates and divs to make your website easy to maintain. Taught on the PC, but skills are transferable to the Mac. Receive a DVD with examples, documentation, and material that you can use free of charge. Prerequisite: Proficient in basic PC skills such as creating, copying, renaming, deleting, and navigating files and folders.

Non-credit tuition: \$199 *(no class Mar 14)

Adobe Dreamweaver CS5 • TECH 014 • 5 sessions

CRN 15092 SEC 51 Feb 06-Mar 19 M 6:00 p.m.-8:30 p.m.

Learn to create a page from scratch and export it to a web server using Dreamweaver, the top web design software. We'll cover how to use features like tables, pictures, backgrounds, and adding text to the page, plus adding photos in a Flash format and designing pages utilizing Cascading Style Sheets (CSS). Plenty of 1-on-1 support. Instructor Pepe Pedraza.

Non-credit tuition: \$239 *(no class Feb 20, Mar 12)

Adobe Illustrator CS5 • TECH 015 • 5 sessions

CRN 15093 SEC 51 Apr 23-May 21 M 6:00 p.m.-8:30 p.m.

Illustrator is the software of choice in designing high quality logos, vectors, and complex, multi-layered artistic work, broadcast graphics, and titles. Learn the basics of each tool, in addition to creating 3D shapes. Gain proficiency using paints, pen, brush and colors. If you need to work in both small and larger formats with ultra high quality, this course is for you. Instructor: Pepe Pedraza.

Non-credit tuition: \$239

Adobe InDesign CS5 • TECH 016 • 4 sessions

CRN 15094 SEC 51 Mar 19-Apr 09 M 6:00 p.m.-8:30 p.m.

Want to create 'knock-out' magazines, letterheads, business cards, flyers, or publications? This course is for you. Use powerful layout software to learn graphics design principles in Adobe InDesign. Create 'wow' producing visual communications. Use work area elements, edit commands, all of the drawing, frame, and shape tools, tables, paths and additional palettes that make up the main screen. Learn techniques for creating and managing documents, and how to add photos and text to create unique designs. Instructor: Pepe Pedraza.

Non-credit tuition: \$239

Quickbooks

Quickbooks 2012 • TECH 010 • 4 sessions

CRN 15020 SEC 51 Feb 15-Mar 07 W 6:00 p.m.-9:00 p.m.

Includes step by-step instructions in getting the software up and running. We'll cover invoicing for services, accounts receivable management, entering and paying bills, accounts payable management, writing checks, managing petty cash and checking accounts, reconciling bank statements. Instructor Sara Gross. Prerequisite: PC (preferably Windows) and mouse experience and some basic bookkeeping and/or accounting experience assumed. Materials Fee: \$30 payable to instructor at 1st class meeting.

Non-credit tuition: \$199

Microsoft Office 2010 Certificate Program

Courses may also be taken individually

**Introduction to Microsoft Windows
Microsoft Word • Microsoft Excel
Microsoft Access • Microsoft PowerPoint**

Software technology makes us more productive in our organizations. The standard in both the profit and non-profit worlds continues to be Microsoft Office. Successfully complete all five courses to receive a Certificate in Microsoft Office 2010.

- Create documents
- Keep files organized and up-to-date
- Create powerful spreadsheets using formulas and functions
- Professional communication presentations
- Create databases that store, retrieve, sort, organize, and print information
- Automate your daily tasks with tables, forms, reports and queries
- Comfortable labs with the area's finest instructors
- Live, hands-on instruction
- Academic assessment at the end of each course (pass/fail)

Microsoft Access • CERT 002

5 sessions

CRN 15378 SEC 51 Feb 6-Mar 19 M 6-9p.m.

Learn the basic skills necessary for collecting and managing information in a relational database. You will examine basic database concepts, and create and modify databases and their various objects using the Microsoft® Office Access 2010. Topics will include database design, tables, data normalization, primary keys, indexing, relationships, filtering, query development, query types and purposes, forms, charts and graphs, reports, macros, and basic security issues. Use of Visual Basic for Applications (VBA) will be discussed but not emphasized in this course. Handouts included. Instructor Jeff Lander.

Non-credit tuition: \$249 *(no class Feb 20, Mar 12)

Microsoft Powerpoint • CERT 003

5 sessions

CRN 15409 SEC 51 Apr 2-May 7 M 6-9p.m.

Learn the skills necessary to proficiently create, modify and present slide shows utilizing Microsoft® Office PowerPoint 2010. Learn by developing a series of increasingly sophisticated slide show projects. Selections from student class work will be presented during class time for feedback and peer critique. Topics include slide development, importing text, applying fonts and color, developing a theme, utilization of images including basic image editing, special effects, presentation and automation, sharing your work, and advanced topics such as including sound and video. Discover tips, shortcuts and more! Handouts included. Instructor Jeff Lander.

Non-credit tuition: \$249 *(no class Apr 16)

PERSONAL ENRICHMENT

Arts



Beginning Metalsmithing & Jewelry Making • ARTS 003 • 4 sessions

CRN 15001 SEC 51 Mar 03-31 S
10:00 a.m.-1:00 p.m.

A fun class designed to teach the basic techniques of jewelry making. Learn to saw with a jeweler's saw, file, sand, texture, and solder silver and copper into wearable jewelry your friends will envy. Discover Sweat Soldering and improve your soldering skills. Materials fee of approximately \$30 due to instructor at first class meeting. Instructor Carla Polek has an MFA from Southern IL University in Metalsmithing. **Non-credit tuition: \$129 *(no class Mar 17)**

Creative Pottery • ARTS 005 • 7 sessions

CRN 15003 SEC 51 Jan 24-Mar 06 T
6:00 p.m.-8:00 p.m.

Learn to create functional and decorative stoneware using the pottery wheel and slab roller. You'll master the basics needed to be successful, while having the freedom to be creative. Fee covers all supplies including two pounds of clay. Additional clay available at nominal cost. Wear your play clothes! Classes held at Pottersville Pottery, 1702 Riverdale Street, West Springfield, MA. Instructor: Laura Frasco. **Non-credit tuition: \$179**

Watercolor Painting • ARTS 008 • 6 sessions

CRN 15006 SEC 51 Jan 24-Feb 28 T
6:15 p.m.-8:45 p.m.

Learn the techniques of this beautiful medium. Explore the concepts of simplification, value and controlled washes. Produce a finished watercolor in each class. No drawing skills required. Come dressed to paint. Materials provided for first class. Instructor: Steven Mulak. Materials fee: approx. \$50 payable to instructor at first class

Non-credit tuition: \$134

Basic Framing & Matting • ARTS 009 • 2 sessions

CRN 15007 SEC 51 Jan 25-Feb 08 W
6:15 p.m.-8:45 p.m.

Learn to frame your own art. All aspects of mounting, matting and framing will be discussed and explored. First session consists of a thorough demonstration of techniques. In the second session you'll mount, matt and frame your own art and will leave with a framed picture ready for hanging. Please bring a picture you wish to frame to the first class. It should be a work on paper (that is, a photo, print, drawing, or watercolor) no larger than 16x20. Instructor: Steve Mulak. Materials fee: approximately \$20 payable to the instructor at first class.

Non-credit tuition: \$64 *(no class Feb 1)

Beginning Digital Photography • ARTS 010 4 sessions

CRN 15008 SEC 51 Mar 20-Apr 10 T
6:15 p.m.-8:15 p.m.

Learn to get the most out of your digital camera and computer. Whether you're a complete beginner who wants to learn how to use your new camera, or an experienced photographer making the switch to digital media, this short course will quickly make you an expert in this amazing new technology. The course covers camera operation, tips for taking the best pictures, how to email, share, post, and organize your photos, and how to make prints, posters, professional albums, greeting cards, calendars, and movies. You'll also learn digital fundamentals and how to use and apply Photoshop editing techniques to your own photos.

Non-credit tuition: \$124

Color Photography • ARTS 011 • 5 sessions

CRN 15009 SEC 51 Feb 27-Apr 02 M
6:15 p.m.-8:15 p.m.

Refine your color picture-making skills. Work 'in synch' with your digital camera using its technology to give your work the 'WOW' factor. We'll cover framing, composition, light and shadow, and working with color. We'll explore your specific interests: family portraits, pet photos, action shots, close-up nature photos and more. Course is structured around student needs and includes instructor/group critiques. Instructor Dino Diaz

Non-credit tuition: \$199 *(no class Mar 12)

Realistic Drawing • ARTS 012 • 6 sessions

CRN 15010 SEC 51 Jan 23-Mar 05 M
6:30 p.m.-8:30 p.m.

Learn how to draw things so they come out the way you see them. Through a series of guided instructional sessions drawing from life, you'll use pencil and charcoal to create shadows and shapes and explore the sometimes-mysterious areas of perspective, value, and negative space. You must supply your own drawing materials. A list will be provided to students wishing to purchase materials in advance. Instructor: Steve Mulak

* no class Feb 20

Non-credit tuition: \$124

NEW! Life Is a Cartoon - Now Find the Punch Line! • ARTS 025 • 4 sessions

CRN 15381 SEC 51 Mar 29-Apr 19 Th
6:00 p.m.-8:00 p.m.

For both beginners and the more experienced who want to enter the Cartooning Zone. Explore simple drawn lines that express ideas, emotions and actions. Learn to identify physical characteristics ripe for exaggeration, learn to use onomatopoeia and create your own cartoon character. We will review the works of famous classic cartoonists like Milt Caniff and Jack Kirby to the more contemporary cartoonists such as Roz Chast, Matt Groening and Scott Adams of Dilbert fame. But more importantly, you'll find a cartoon style all your own! Then advance to visual storytelling - Mishaps to Mistakes to Mystery to Mayhem. Instructor RANDY STEVENS has kept up a biting commentary on our lives and our times through her well-known whacky and irreverent artwork, executed in a sophisticated cartoon style. Ms. Stevens' work is in major collections, at rndywrl.com and many recall her funny illustrations, which appeared regularly in the Boston Globe.

Non-credit tuition: \$119

Expression



Journey on the Page: Proprioceptive Writing® • EXPR 001 • 4 sessions

CRN 15374 SEC 51 Apr 03-24 T
6:00 p.m.-8:00 p.m.

Proprioceptive Writing® is a meditative form of writing that allows you to know yourself more fully by exploring on paper the territory of your mind, memory, and emotions. This unique method frees the writer within, awakens the senses, and brings increased energy and power to the creative process, while teaching you to write and speak with strength and clarity. Instructor Tzivia Gover is an author, educator and certified Proprioceptive Writing Teacher.

Non-credit tuition: \$109

Essential Writing Skills • EXPR 002

6 sessions

CRN 15022 SEC 51 Jan 31-Mar 06 T
6:15 p.m.-8:15 p.m.

Learn the writing skills needed to effectively communicate in business, academic and personal settings. Topics will include understanding the writer's purpose and audience; prewriting techniques; skills for constructing compact and cohesive paragraphs; the structure, style and conventions of common forms of written communication; and editing work for spelling, grammar and mechanics. Gain confidence while making your writing tasks easier and quicker. Instructor: Brad Sperry.

Non-credit tuition: \$159

Beginning Guitar for Adults • EXPR 008

10 Sessions

CRN 15373 SEC 51 Jan 30-Apr 23 M
6:30 p.m.-8:00 p.m.

Learn the guitar without paying the high price of private lessons which run approximately \$50 per hour. Class is run at a relaxed paced and designed for beginners and for players who know a few chords. You don't need to read music or understand theory. Learn chords, scales and rhythm patterns. Strumming and finger style techniques will also be reviewed. Students need their own guitar with steel or nylon strings, picks and tuner. Instructor Don Rovero.

Non-credit tuition: \$174 *(no class Feb 20, Mar 12, Apr 16)

Piano for Pleasure (Private Instruction)

EXPR 009 • 8 sessions

CRN 15023 SEC 51 Jan 25-Mar 21 W
Beginning at 4p.m.

Now's your chance to learn to play the piano! Learn key names, body/hand position, scales, chords, rhythmic values, and note reading in a relaxed, social environment. Uncover a variety of musical styles, including 12 bar blues. Experience the joy of ensemble playing. The class culminates in a performance of material learned. Must have access to a piano or keyboard for practice of weekly assignment. Play Piano Now Book 1(#17193), published by Alfred, is available at music stores and needed for the first class. Adults only, no children. Instructor Marie Meder has been teaching piano for 23+ years

Non-credit tuition: \$164 *(no class Mar 14)

Public Speaking Made Easy • EXPR 015 • 5 sessions

CRN 15162 SEC 51 Feb 27-Apr 02 M 6:00 p.m.-8:00 p.m.

Speak with confidence, engage your audience and achieve success in your business and community life. Learn to be positive, professional and poised when you speak, knowing how to construct and deliver effective speeches. Includes tips and ways to stay calm and in control. Work outside of class required. Instructor Colleen O'Mara Condon.

Non-credit tuition: \$135 *(no class Mar 12)

NEW! Screenwriting 101 • EXPR 018 • 3 sessions

CRN 15396 SEC 51 Apr 07-28 S 9:30 a.m.-12:30 p.m.

Designed to help aspiring writers hone the often overlooked aspects of the screenwriting craft and provide guidelines as to how they can best exhibit their finished work. Instructor Ned O'Neill, a Walt Disney/Touchstone Pictures veteran whose own writing has garnered him contracts and meetings with ABC Television, Scott Rudin Productions (No Country for Old Men) and Cathy Conrad Productions (Scream), will provide you with a down-to-earth discussion about the mechanics of and the realities behind screenplay, incorporating such staple elements as:

- Plot
- Hero/Goal
- Adversary
- Inciting Incident
- Stunning Surprises/Plot Turns 1 & 2
- Midpoint
- Obligatory Scene
- Denouement

Additional time will be dedicated to a conversation (Q & A) on the structure/realities of the studio system.

Non-credit tuition: \$109 *(no class Apr 14)

Food & Drink



NEW! World of Cupcakes! • FOOD 005 • 3 sessions

CRN 15395 SEC 51 Feb 16-Mar 01 Th 6:15 p.m.-8:15 p.m.

Mesmerized by the cupcake wars on TV or can't get enough of these delectable little treats? Do you want to impress your family and friends at your next get together or become the envy of your neighborhood? Come learn the secrets of how to prepare these tasty upscale treats at home that you can't get anywhere else and that will keep them craving for more! Orange Dreamsicle, Pumpkin Spice, Devilish Delight, Almond Joy, Red Velvet are just some of the confections that you'll create. Perfect for both the enthusiast and novice. Baker Patricia Picardi of Patty Cakes gourmet cupcakes in Belchertown will share her cupcake secrets, surprises and recipes. Please bring a notebook to the first class meeting. Product list will be available in the first class meeting. Materials fee due to instructor first class: \$20.

Non-credit tuition: \$75

Beginning & Intermediate Cake Decorating • ARTS 013 • 6 sessions

CRN 15087 SEC 51 Feb 29-Apr 11 W 6:00 p.m.-8:00 p.m.

Two classes in one! Learn the basics through more advanced skills. Learn the textures of butter cream and royal frostings, coloring, torting and piping techniques to create borders, flowers and decorative designs. For classes 2-6, bring in 2, 8 round layer cakes. Materials Fee \$20.00 Jeanette Crumb has studied with Food Network® pastry chefs and has been making cakes on consignment for 10 years.

Non-credit tuition: \$64 *(no class Mar 14)

Become a Professional Bartender • FOOD 002 • 4 sessions

CRN 15024 SEC 51 Jan 28-Mar 3 S 10:00 a.m.-3:00 p.m.

Everything you need to work as a professional bartender. Learn to mix a proper drink, types of liquors and mixes, glassware, bar tools, garnishes, beer and wine essentials, handling customers, and ethical professional, and legal issues. Learn over 100 classic and trendy drink recipes. Receive a textbook covering all classroom topics, recipes, illustrations, a drink reference card, and a DVD. Course includes nationally recognized TIPS certification. No one under 18 admitted; positive ID required. Instructor: Dan Zunitch. Materials fee: \$46 payable to instructor at first class.

Non-credit tuition: \$239 *(no class Feb 18)

Wine Tasting • FOOD 003 • 5 sessions

CRN 15025 SEC 51 Mar 30-Apr 27 F 7:00 p.m.-9:00 p.m.

Enjoy the company of fellow wine lovers as you unravel the mystery and discover what all the sniffing and swirling is about! Experience and compare good inexpensive and moderately priced red and white wines. Learn what to look for on a label or wine list. Taste the difference between the products from the major wine regions through lecture and tasting of multiple wines each night. Please bring two wine glasses and cheese and crackers each night. No one under 21 admitted; positive ID required. Instructor: Dan Zunitch. Materials fee: \$40 payable to instructor at first class.

Non-credit tuition: \$114

Health and Fitness



Open Fitness • HLTH 001

CRN 15026 SEC 51 Jan 02-May 31 MTWThF 6:00 a.m.-9:00 p.m.

Sat 8:00 a.m.-1:00 p.m.

Su 8:00 a.m.-1:00 p.m.

Enrollment provides you with Mon-Sun access to HCC's fitness center which includes more than 65 pieces of state-of-the-art strength and cardiovascular equipment. Workout around your schedule and renew your commitment to great health! Includes: Body Masters Selectorized Circuit Training Equipment, Stairmaster stepmills, the latest in sophisticated plate loaded and weight equipment, Concept 2 rowing ergometers, Stairmaster Freeclimbers, Precor upright and recumbent bikes, Stairmaster and Woodway treadmills among many others. Open Fitness orientation Tuesday Jan 3rd at 6pm at the Bartley Center.

Non-credit tuition: \$129

Personal Fitness Training • HLTH 002

CRN 15027 SEC 51 3 sessions

CRN 15028 SEC 52 10 sessions

Amazed at how Hollywood stars always look so terrific with sculpted bodies? Their secret? Personal trainers! If you're seeking accelerated results and support and guidance of a private trainer, this is for you. Work with a certified personal trainer on program individually designed to your fitness level, weight control, strength development, cardiovascular training, and or sports-specific training. Choose starter program' three 45-minute sessions' or ten-session program. Upon registration, fitness coordinator will contact you to schedule convenient appointments. Facility use limited to training sessions only.

Non-credit tuition: \$120 (3 sessions)

Non-credit tuition: \$390 (10 sessions)

Introduction to Fencing • EXPR 014 • 5 sessions

CRN 15159 SEC 51 Apr 10-May 08 T 7:15 p.m.-8:45 p.m.

En garde! Fencing, as a form of warfare and sport, has been around for centuries. In addition to the history and etiquette of Olympic style sport fencing, learn the techniques, such as attack, beat, parry, riposte, lunge, and, of course, en garde. Learn also the basic tactics of the sport: offense, defense, and counter offense. All equipment is provided. Please wear athletic shoes, sweatpants, and t-shirt to class. Coach of US National Champions and US Veteran World Team members, Taro Yamashita has 20+ years of experience.

Non-credit tuition: \$109

PERSONAL ENRICHMENT

Personal Fitness Training + Open Fitness HLTH 003

CRN 15029	SEC 51	Jan 02-May 31	MTWThF
6:00 a.m.-9:00 p.m.			
8:00 a.m.-1:00 p.m.			Sat
8:00 a.m.-1:00 p.m.			Su

The best of both worlds! Three personal sessions with a certified personal trainer and access to the Bartley Center where you can put your fitness plan into action! Working with a personal trainer, your program will be personally designed to your fitness level, weight control, strength, flexibility development, and/or cardiovascular training. Personal fitness training works for stars and it can work for you. Upon registration, fitness coordinator will contact you to schedule convenient appointments. Open Fitness orientation Tuesday Jan 3rd at 6pm at the Bartley Center.

Non-credit tuition: \$199

Introduction to Tai Chi • HLTH 006

8 sessions

CRN 15030	SEC 51	Feb 23-Apr 19	Th
6:15 -7:15 p.m.			

Tai Chi and Qigong are practiced by millions of people for health and fitness, meditation and stress-reduction, and as self-defense for people of all ages and abilities. In this meditation in motion program, discover how to incorporate a moving meditation into your daily life. Learn a series of gentle, slow moving exercises and techniques to align body, breath, mind, and spirit. Please wear comfortable clothing and sneakers.

Non-credit tuition: \$134 *(no class Mar 15)

Introduction to Pilates • HLTH 009

16 sessions

CRN 15089	SEC 51	Jan 31-May 22	T
5:15-6:15 p.m. (General Public)			
CRN 15113	SEC 52	Jan 31-May 22	T
5:15-6:15 p.m. (Bartley Center Members Only)			

A total body workout on a mat that develops core strength, muscle flexibility and muscle balance. Pilates is appropriate for most people with varying levels of fitness. Strength, stabilization, flexibility, range of motion, body alignment & balance are goals of this class. Class takes place in a lowered light studio room with soft music playing to assist with your concentration. Modifications will be taught and the workout intensity can be easily adjusted to accommodate all levels of fitness. It is suggested that you bring a small towel to class. Course Registration Deadline: Fri., Jan 27, 2012 Instructor: Mary Shelasky.

Non-credit tuition: \$99

Non-credit tuition: \$45 (Bartley Center Members)

Quick Step into Fitness • HLTH 010

16 sessions

CRN 15090	SEC 51	Jan 31-May 22	T
4:30-5:00 p.m. (General Public)			
CRN 15114	SEC 52	Jan 31-May 22	T
4:30-5:00 p.m. (Bartley Center Members Only)			

Looking for a quick fun way to burn some calories, get your heart rate up and increase your metabolism? Try Quick Step aerobics. This class will warm you up, get your heart pumping and cool you down all in a very quick 30 minutes. You'll get your workout done and be on your way in no time flat. Although the step routines are basic and easy to follow, the intensity increases throughout the class period. Repetition will help beginners stay in their comfort zone. (16 sessions) Course Registration Deadline: Friday, Jan 27, 2012 Instructor: Mary Shelasky

Non-credit tuition: \$69

Non-credit tuition: \$25 (Bartley Center Members)

Smoking Cessation • HLTH 011 • 2 sessions

CRN 15160	SEC 51	Apr 18-25	W
6:00-9:00 p.m.			

For those willing to learn skills to reach the goal of never having another cigarette in this lifetime! The class consist of lecture, video, demonstrations, and skill building techniques so you'll have opportunity for success. Learn a self-hypnotic technique to enhance your ability for success. Instructor Dr. Thomas D. Pirnie has been in private practice for over 20 years.

Non-credit tuition: \$89

Weight Management Clinic • HLTH 012

3 sessions

CRN 15161	SEC 51	Mar 21-Apr 4	W
6:00-9:00 p.m.			

For those willing to pursue a healthy approach to weight management. Class includes lecture, demonstration, hypnotic skills, and the use of self-hypnosis. It's not about a quick fix but learning a life skill to keep the weight off. Instructor: Thomas D. Pirnie

Non-credit tuition: \$89

Stress Management • HLTH 013 • 2 sessions

CRN 15163	SEC 51	Feb 28-Mar 06	T
6:00-7:30 p.m.			

Stress. It can literally make you sick and cause muscle tension and pain. It can damage your immune system, impact your decision-making ability and creativity. It can ruin your mood, memory and concentration. And with the current economic climate, stress levels have never been higher. Learn how to better manage the stressors in your life. Includes relaxation tools including; breathing exercises, stretching techniques, mindfulness, meditation, journaling, aromatherapy, labyrinth review, humor, art, music and foods that affect moods. Instructor Christine Southworth, R.N. is the owner of Southworth Wellness.

Non-credit tuition: \$44

RELAXERCISE® (Feldenkrais Method)

HLTH 015 • 5 sessions

CRN 15238	SEC 51	Feb 07-Mar 06	T
6:15-7:15 p.m.			
CRN 15361	SEC 52	Mar 20-Apr 17	T
6:15-7:15 p.m.			

Let the tension pour out of your muscles! These easy, unique neuromuscular exercises use gentle movement to bring about improved functioning. Alleviate stress, strain, discomfort, stiffness, fatigue, and make daily life easier by improving posture, flexibility, balance, coordination, athletic performance, and vitality. Students often experience rapid relief from tension, pain and stiffness. These lessons can help reduce the effects of stress or injury, or help enhance performance in athletics, dance, and music. Instructor Sally Meredith is a Certified Feldenkrais Practitioner since 1989.

Non-credit tuition: \$69

Making Peace with Body Image • HLTH 016

• 1 session

CRN 15239	SEC 51	Apr 23	M
6:00-8:00 p.m.			

Eating disorders are a major public health problem of youth and adults in America today. Body image has been dictated by among other things, politics and the mass media throughout history. Exposure to television, movies, magazines and the Internet has increased the pressure to be thin and beautiful and have defined the criteria of beauty. How does the thought I'm too heavy! manifest itself into an eating disorder, and what can you do about it? Join us for a frank discussion of what is appropriate what is healthy and how the role of ancestry, career, daily routines and food choices play themselves out in your physical being. Learn tools to help you and others overcome eating disorders; along with 12 techniques that foster a healthy self-image. Participants are encouraged to attend with interested family members. Instructor Jessica Sarfaraz Berger, RN.

Non-credit tuition: \$35

The RelaxAbility Technique™ (portable stress reduction anytime-anywhere!)

HLTH 017 • 1 session

CRN 15240	SEC 51	Mar 26	M
6:00-8:00 p.m.			

Use at work, home, in traffic...anywhere where stress and panic is attacking you. The RelaxAbility Technique™ provides twenty-eight proven methods to reduce stress, anxiety, panic, addictions, pain, and insomnia. These portable stress reduction tools can be used for immediate relief right when you need them most, such as during a job interview, in gridlock, during your annual review, or before a difficult engagement. People with stress-related illnesses such as high blood pressure and asthma will find this course especially beneficial. Autism specialists, counselors, doctors, nurses, occupational therapists, physical therapists, psychologists and teachers will take away techniques they can rely upon in the professional setting to soothe themselves and their patients. Instructor Jessica Sarfaraz Berger, RN.

Non-credit tuition: \$35

NEW! Introduction to Therapeutic Massage • HLTH 018 • 4 sessions

CRN 15394 SEC 51 Feb 16-Mar 08 Th 6:15-7:45 p.m.

How many times have you thought about receiving a massage or learning how to give one? Here is your chance to learn techniques of basic Swedish massage. Learn benefits of massage, identify major muscle groups, and perform basic massage strokes to feet, legs, back, neck and face. Hands-on techniques in a safe, fun environment. Students must bring sheets or blanket, pillow, wipes, water, and lotion or oil of your choice. Clothing for men - shorts, for women - shorts and loose fitting top or low back swimsuit. Some lotions and oils will be supplied. Instructor, Donna Duval graduated from Connecticut Center for Massage Therapy, is licensed in the state of MA and is nationally certified in therapeutic massage and bodywork.

Non-credit tuition: \$99

Home and Garden



Basic Home Maintenance • HOME 001 • 5 sessions

CRN 15410 SEC 51 Feb 27-Mar 26 M 6:00-8:00p.m.

Learn practical applications while saving money. Take pride in your own achievements! Course covers safety, tool identification, proper use and where to purchase material/supplies. Topics covered: Basic tools you need to have around the home, basic materials & safety! Masonry repair, drywall repair, Interior/exterior painting and preparation, plumbing repairs, leaks, clogs and 'running' toilets, changing lock sets, door and window maintenance, design circuits/low voltage circuits, outside the house: siding, gutters, lighting fixtures and more. Certified instructor Stephen Mucha has more than 20 years' teaching experience. Materials fee: \$15 payable to instructor at first class. Location: Holyoke Creative Arts Center, 400 South Elm Street, Holyoke, MA 01040 (413) 532-0465

Non-credit tuition: \$99

Introduction to Floral Design • HOME 008 • 3 sessions

CRN 15165 SEC 51 Feb 23-Mar 8 Th 6:00-8:00 p.m.

Covers the fundamentals of basic design technique, product awareness and includes designing three very different styles including traditional design, non-conventional design showcasing current trends seen in magazines and on television, and a basic yet higher styled arrangement popular in more urban areas. Learn about the chain of product in the industry, discuss the importance of color and aesthetics and we'll touch on flowers as a career and impact on the community. Instructor: Karen Fisher

Non-credit tuition: \$149

Dry Stone Wall Construction • HOME 009 • 1 session

CRN 15368 SEC 51 May 5 S 9:30 a.m.-4:00 p.m.

Add to your company's line of services by offering a living New England tradition of heritage, craft and culture that brings additional value and style to a piece of property. Learn techniques and secrets of beautiful mortar-less field stone walls and more. Covers the basic tools, styles, foundations, and stone types. Put knowledge to work by tearing down and rebuilding a stone wall during class so you can build your own stone walls and more. Bring work gloves, eye protection, lunch and water. Noted Westfield stone mason Kenn Kaminski has worked throughout the US and Europe on large estate projects. Class meets at Stanley Park in Westfield. Please use entrance on Western Avenue, meet at the tennis courts.

Non-credit tuition: \$149

Languages



ESOL (English as a Second Language) • LANG 001 • 28 sessions

CRN 15297 SEC 51 Jan 23-May 9 MW 6:00-8:00 p.m.

A basic level English language class for those with little or no experience with English. Emphases 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. Normally \$249.

Non-credit tuition: \$25 *(no class Feb 20, Mar 12 & 14, Apr 16)

Conversational Polish • LANG 007 • 7 sessions

CRN 15032 SEC 51 Jan 31-Mar 20 T 6:00-8:00 p.m.

An introduction covering the first building blocks needed for achieving proficiency in speaking and understanding Polish including a review of Polish culture, customs, history, and Polish influences throughout the world. You'll finish the workshop having had some degree of success in conversing in Polish. Instructor: Barbara Urbanek.

Non-credit tuition: \$134 *(no class Mar 13)

Conversational Spanish 1 • LANG 008 • 7 sessions

CRN 15033 SEC 51 Feb 02-Mar 22 Th 6:00-8:00 p.m.

An introduction to basic Spanish language. Covering words, phrases, asking questions and providing answers. The first building blocks needed for achieving proficiency will be emphasized. Finish the workshop having some confidence in speaking Spanish.

Non-credit tuition: \$134 *(no class Mar 15)

Conversational Spanish for Human Service Professionals

LANG 011 • 14 sessions

CRN 15180 SEC 51 Jan 31-May 8 T 6:15-8:15 p.m.

Learn basic conversational Spanish, focusing on practical communication rather than grammar. Become familiar enough with Spanish to understand frequently used phrases, ask questions, offer advice, and understand replies from Spanish-speaking clients, patients, and friends. Emphases learning Spanish language phrases necessary in educational, work, social, and medical environments through vocabulary, pronunciation, and listening skills. Highlights social work terms, interview phrases, medical history, feelings, agency services, accidents, or common injuries and cultural notes. Role-play and converse in both Spanish and English in class. Instructor: CheriLyn Marrero

Non-credit tuition: \$249 *(no class Mar 13)

Beginning Conversational ASL • LANG 018 • 8 sessions

CRN 15164 SEC 51 Feb 01-Mar 28 W 6:15-7:45 p.m.

This fun class for beginning students provides basic sign language skills needed to communicate with the hearing impaired. Covers the alphabet, numbers, colors, food/dining situations, feelings, and social conversation. Learn additional conversational skills including greetings, asking basic questions, common phrases, and more. Instructor: Jay Manning.

Non-credit tuition: \$149 *(no class Mar 14)

NEW! Conversational Spanish for Law Enforcement Professionals

LANG 026 • 14 sessions

CRN 15392 SEC 51 Feb 01-May 09 W 6:00-8:15 p.m.

To better serve and protect Spanish speaking citizens, knowledge of basic Spanish phrases is critical and leads to better cultural awareness. Learning basic, specific, law enforcement phrases also serves the community at large. Course will cover specific phrases for various situations both in private and public environments involving crime scenes, motor vehicle violations and many other enforcement issues through written and oral practices and appropriate role-plays. Knowing specific Spanish phrases could ultimately save a life. Cost of text and CD Rom is \$30 payable to instructor in first class meeting. Instructor Harry Rodriguez.

Non-credit tuition: \$249 *(no class Mar 14)

Legal



How To Be a Smart Landlord • LEGL 001 • 2 sessions

CRN 15035 SEC 51 Mar 07-21 W 6:15-9:15 p.m.

This class provides landlords with a basic understanding of how to avoid running afoul of tenant-landlord laws. Covers the 'life cycle of a tenancy' including: leases, tenancies-at-will, screening potential tenants, obtaining credit histories, security deposits, state and federal regulations, sanitary codes, communicating with tenants, eviction proceedings, going before judge, tenant defenses and counter claims. Instructor: Paul D. (Skip) Lessard is President of Lessard Property Management Services, Inc.

Non-credit tuition: \$89 *(no class Mar 14)

PERSONAL ENRICHMENT

Elder Law & Estate Planning: WHAT YOU NEED TO KNOW

LEGL 004 • 4 sessions

CRN 15241 SEC 51 Apr 02-30 M 6:00-8:00 p.m.

Noted Elder Law Attorney Karen Jackson will explain the importance of each major document in the basic estate plan: The Will, Health Care Proxy, Advance Directive, Durable Power of Attorney and Homestead Declaration.

Week One: Covers the importance of each document in the basic estate plan: the will, health care proxy, advance directive, durable power of attorney and homestead. Includes numerous practical tips, such as when, and when not, to add children to bank accounts.

Week Two: Covers the different types of trusts and the reasons for creating each kind of trust, for example, the revocable, so-called living trust; the irrevocable Medicaid trust, and the supplemental needs trust. In connection with discussing the Medicaid trust, the MassHealth (Medicaid) regulations will be explained.

Week Three: Attorney Jackson will explain the probate court process from start to finish. The topics include an explanation of how to determine which assets, if any, need to go through probate court; the role of the personal representative, managing the inventory, and bringing the probate estate to finality.

Week Four: With nursing home care approximately \$300 per day, Attorney Jackson will discuss techniques to plan for the possibility that a family member may need to pay for home care and/or have to enter a skilled nursing home. Long term care insurance, life estate deeds, supplemental needs trusts, income only irrevocable trusts, and, Medicaid planning and applications will be addressed. Karen G. Jackson is a senior partner with the law firm of Jackson & Torrone, P.C., where her areas of practice include elder law, Medicaid planning, estate planning, guardianships and estate administration. Ms. Jackson is a member of the Estate Planning Council of Hampden County, the Hampshire Bar Association and the National Academy of Elder Law Attorneys. Non-credit course tuition includes couples.

Non-credit tuition: \$85 *(no class Apr 16)

NEW! Considering Getting Married in MA? • LEGL 005 • 1 session

CRN 15390 SEC 51 Mar 08 Th 6:15-9:15 p.m.

Class covers Prenuptial and Postnuptial Agreements in the Commonwealth of Massachusetts, as well as the requirements for each and the factors considered by the Courts in determining the validity of such Agreements. We will discuss the process by which a Pre-Nuptial and Post-Nuptial Agreement is drafted, executed and how it can save each participant money and avoid lengthy proceedings in the event of a divorce. Instructor: Atty. Diana I. Sorrentini-Velez specializes in Family Law, Special Education, and Civil Litigation.

Non-credit tuition: \$39

NEW! Negotiating an IEP (Individual Educational Plan) For Your Child • LEGL 006 • 1 session

CRN 15391 SEC 51 Mar 01 Th 6:15-9:15 p.m.

If you are in the process of negotiating an Individualized Education Plan (IEP) for your child, this class is a must. Covers both the Federal and State statutes which mandate the process of obtaining and implementing an IEP. Learn how to ensure that your child's IEP is specific, contains measurable goals and objectives, and uses appropriate wording, all in the hope of reaching a realistic and relevant goal or objective. Instructor Atty. Diana I. Sorrentini-Velez specializes in Special Education, Family Law and Civil Litigation.

Non-credit tuition: \$49

Lifelong Learners



Introduction to Personal Computers • LIFE 001 • 4 sessions

CRN 15042 SEC 51 Mar 03-31 S 9:30 a.m.-12:00 p.m.

Whether or not you own a computer, this technology is easy to learn and so much fun! We'll show you through actual hands on training how to operate and navigate a personal computer in a non-threatening atmosphere. You'll have ample opportunity to try out the computer and printers using the windows operating system. Normally \$119.

Non-credit tuition: \$79 *(no class Mar 17)

Introduction to the Internet • LIFE 002 • 4 sessions

CRN 15043 SEC 51 Apr 07-28 S 9:30 a.m.-12:00 p.m.

Whether or not you own a computer, the Internet is a world of endless possibilities that is available to you either at home or at your local library for free! Learn basic computer operation then surf the Internet to discover all it offers: shopping, business, pleasure, and research and discovery tool. Prerequisite: LIFE 001 Personal Computers for 60+. Normally \$119.

Non-credit tuition: \$79

Money and Investment



Introduction to Investing • MONY 001 • 3 sessions

CRN 15037 SEC 51 Mar 07-28 W 6:30-8:00 p.m.

For beginners who want to broaden their knowledge about individual stocks and the stock market in general. Workshop covers how to read a stock research report, and evaluating when to buy and sell securities. Tom Manzi has been an investment advisor for the past 20 years.

Non-credit tuition: \$69 *(no class Mar 14)

Debt Free Living • MONY 005 • 1 session

CRN 15371 SEC 51 Mar 06 T 6:00-9:00 p.m.

Pay off all your credit cards in one-four years and your 30-year mortgage in another four-six years. Learn how to live without credit; handle emergency money needs; pay cash for your next house and enjoy self-empowering benefits of living on 100% cash. Bring your list of debts and a calculator to class. Blanchard Warren is a former management consultant and a Certified Financial Independence Workshop Speaker. Includes 12-page workbook. Materials fee: for optional text available from the instructor for \$43.

Non-credit tuition: \$64

Investment Secrets Wall Street Doesn't Want You to Know

MONY 006 • 1 session

CRN 15038 SEC 51 Mar 24 S 11:30 a.m.-2:00 p.m.

Have you just come into some money or have some to invest? This lively, fact-packed seminar will teach you to avoid being taken advantage of when buying or leasing cars, buying insurance, investigating long-term care insurance, investing with or without financial planners and when investing in mutual funds on your own. Instructor Richard Nathan is a consumer advocate in NY, NJ, PA, DE and CT. Materials fee: \$20 payable to instructor.

Non-credit tuition: \$69

Entrepreneurship - Starting a Business with Little Money Down

MONY 008 • 1 session

CRN 15166 SEC 51 Mar 24 S 9:00 a.m.-11:30 a.m.

From the lively and informative seminar, you will learn behind the scenes practical information on how to start a successful home-based business, which can then become full time. With little money down, you will learn how to decide on a business or product to sell, with minimal problems and also learn how to avoid major financial mistakes. Franchising will also be discussed. Materials fee: \$20 payable to instructor. Instructor: Bev Nathan.

Non-credit tuition: \$69

Retirement Planning Today • MONY 009 • 2 sessions

CRN 15242 SEC 51 Feb 22, 29 W 6:00-9:00 p.m.

Will you be financially ready to retire at the age you're planning? If you haven't started planning, how do you begin the process? In this comprehensive retirement planning course, learn strategies on how to: -Create your own goals for a successful retirement; -Plan your retirement income to preserve a comfortable standard of living; -Transfer the risk of potential losses before and during retirement; -Remain financially flexible during retirement; -Reduce or eliminate taxes, expenses, delays and legal challenges with estate planning. Your instructor, Christopher E DiStefano, Certified Financial Practitioner®, CLTC, has been presenting educational retirement planning courses at various colleges, universities, and businesses for the past 15 years. Program includes free Text/Reference Guide and Personal Financial Fact Finder. Non-credit tuition includes couples.

Non-credit tuition: \$75

Notary Public



Notary Public • NOTR 001 • 1 session

CRN 15011 SEC 51 Feb 27 M 6:00 p.m.-7:30 p.m.

This is your opportunity to train for and learn the specific powers and duties of a Massachusetts Notary Public. Recommended not only for individuals who want to become a Notary, but also for current notaries seeking an in-depth review. Program covers information such as: Massachusetts General Laws, rules and regulations, going before a judge to get sworn in, obligations of a notary public, ethics, and charging for services. Textbook available at the HCC bookstore.

Non-credit tuition: \$39

Outdoors and Leisure



USCG Auxiliary Boating Skills & Seamanship • LEIS 003

• 13 sessions

CRN 15039 SEC 51 Jan 23-May 7 M 6:30 p.m.-8:45 p.m.

Completion of this course, which is taught by the U.S. Coast Guard Auxiliary, could substantially reduce your boat insurance. Topics include piloting and navigation aids, rules of the waterways, boat handling, chart and compass usage, radio procedures, boat operating procedures, and general safety precautions. USCG Auxiliary Certificate of Completion. Attention Connecticut Boaters: Completion of this course qualifies you for the mandated Connecticut Boating Certificate. Materials fee: \$35 for text payable to instructor at first class meeting

Non-credit tuition: \$29 *(no class Feb 20, Mar 12, Apr 16)

Personal Growth



Who Do You Think You Are? • LIFE 005 • 3 sessions

CRN 15249 SEC 51 Feb 13-Mar 05 M 6:15-8:15 p.m.

Have you wondered about your family history, but didn't know how to start? Have you heard family stories, but not known if they are based in fact? Discovering your ancestors, not just their names, but who they were, can be very rewarding. We will review a variety of sources of records available locally and on the internet. Learn about record-keeping and preserving your family documents. Topics will include census records, immigration, military, church records, newspaper clippings, and a variety of other topics which will be somewhat adapted to the interests of the class. Skeletons in your closet? We will attempt to find the facts behind the mysteries. Instructor Sara Campbell has over 20 years' experience researching families and leading workshops. Normally, \$99

Non-credit tuition: \$69 *(no class Feb 20)

Why Not Do What You Love? • GRTH 001 • 3 sessions

CRN 15399 SEC 51 Apr 10-24 T 6:15-8:15 p.m.

Are you stuck? Are you longing for life to be more joyful and fulfilling? Would you like to get off the dime and get moving on your own behalf? Invest in yourself by taking the time to reflect on what you want, and plan the actions you can take to have more of it. Join Martha Johnson, life coach and author of *Why Not Do What You Love?* An Invitation to Calling and Contribution in a World Hungry for Your Gifts. for a program of clarifying exercises, discussion, and reflection on what matters to you, and how it can be a more central part of your life. Each participant will receive a personal copy of the book.

Non-credit tuition: \$78

Baby Boomer's Guide to Caring for Ageing Parents • GRTH 003

1 session

CRN 15247 SEC 51 Apr 24 T 6:30-8:00 p.m.

In our death-denying culture, it is not always easy to know where to find support if you are caring for parents. In this free community service event, author Joanna Lillian Brown will describe the four stages of care giving, discuss different care giving roles, from primary caregiver to helping from afar, and will offer a brief list of actions that can ensure a higher quality of life for both the ailing parent and the adult-child caregiver. Johanna Brown, the author of *Caring for Dying Loved Ones: A Helpful Guide for Families and Friends* cared for her grandparents, parents, and three close friends in the final chapters of their lives, and then wrote the book she had wished she had had. She will take questions and comments from the audience following her talk. **Normally \$49, non-credit tuition: Free! Registration is required.**

Youth Programs



Pigtails: A Piano Adventure • YUTH 001 • 8 sessions

CRN 15044 SEC 51 Jan 23-Mar 26 M Timeslots beginning at 4p.m.

This fun-loving, motivating, enjoyable intro to the piano. Pieces, such as 'Pig in a Puddle' and 'Pig at a Picnic', captivate the imagination and provide a foundation for learning basic piano skills. Includes eight private half-hour lessons for student and adult partner, who participates and supervises practice. Requires piano or keyboard for practice of weekly assignments. Instructor Marie Meder holds a masters degree from the University of Hartford, Hartt School of Music. Upon registration, the instructor will contact you for a time slot.

Non-credit tuition: \$164 *(no class Feb 20, Mar 12)

Piano Discoveries • YUTH 002 • 8 sessions

CRN 15045 SEC 51 Jan 23-Mar 26 M Timeslots beginning at 4p.m.

Designed for the beginner, sail through eight private half-hour lessons learning a new piece each week. Venture into body/hand position, key names, and scales. Unravel the mysteries of rhythm and compose your own piece. Piano or keyboard is required for practice of weekly assignments. Parental supervision is necessary for younger children. (Students only; no siblings). Instructor Marie Meder is a graduate of the University of Hartford, Hartt School of Music. Upon registration, the instructor will contact you for a time slot.

Non-credit tuition: \$164 *(no class Feb 20, Mar 12)

Beginning Guitar for Youth • YUTH 003

10 sessions

CRN 15379 SEC 51 Jan 30-Apr 23 M 5:00-6:30 p.m.

Have fun learning the guitar without costly private lessons. Taught at a relaxed paced and designed for beginners and players who know a few chords. No need to read music or understand theory. Learn chords, scales, and rhythm patterns, and play some current popular songs. Different strumming and finger style techniques will be introduced. Bring your own guitar with steel or nylon strings. Instructor Don Rovero. Handouts provided.

Non-credit tuition: \$169 *(no class Feb 20, Mar 12, Apr 16)

NEW! Cartooning For Kids! • YUTH 012

4 sessions

CRN 15393 SEC 51 Mar 29-Apr 19 Th 4:00-6:00 p.m.

Do you doodle all the time? Take those doodles to the next level and create cartoons just like you see in popular magazines and big city newspapers. This course is about being funny and having fun and, of course, developing your drawing and cartooning skills. Instructor RANDY STEVENS has kept up a biting commentary on our lives and our times through her well-known whacky and irreverent artwork, executed in a sophisticated cartoon style. Ms. Stevens' work is in major collections, at rndyworld.com and many may recall her funny illustrations, which appeared regularly in the Boston Globe.

Non-credit tuition: \$119

Accounting



CPE Forum for CPAs • CWD544 • 6 sessions

CRN 15125	SEC 67	April 24	T	3:00 p.m.-6:00 p.m.
CRN 15128	SEC 68	May 1	T	3:00 p.m.-6:00 p.m.
CRN 15129	SEC 69	May 8	T	3:00 p.m.-6:00 p.m.
CRN 15130	SEC 70	May 15	T	3:00 p.m.-6:00 p.m.
CRN 15131	SEC 71	May 22	T	3:00 p.m.-6:00 p.m.
CRN 15171	SEC 72	May 29	T	3:00 p.m.-6:00 p.m.

Each Spring and Fall, the CPE Forum provides continuing education programs for Certified Public Accountants and the Greater Springfield, Massachusetts business community. Each session qualifies for three hours of Continuing Professional Education credits.

Sessions meet on consecutive Tuesdays from 3:00 to 6:00 pm at the Kittredge Business Center on the campus of Holyoke Community College. Sessions are offered for a fixed \$40 fee for all or any part of each six-week series. Pre-registration is preferred, but not required. Simply bring a \$40 check payable to "HCC/CBPD" when you attend. For more information, call (413) 746-9067 or email info@cpeForum.org.

Non-credit tuition: \$40

Building Trades



Licensed by Mass Dept. of Education Accredited by The National Center for Construction Education & Research

Construction Training in

- Electrical
- Plumbing
- Pipefitting

Gould Construction Institute is an industry training leader with more than 25 years of craft training experience in over 25 construction trades.

Plumbing 3 • BLDG 003 • 75 Hrs

CRN 15230	SEC 51	Jan 03-Mar 27	TTh	5:30 p.m.-8:30 p.m.
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This course consists of 150 classroom hours covering the following areas: Applied Math; Sizing Water Supply Piping; Potable Water Treatment; Backflow Preventers; Types of Venting; Sizing DWV and Storm Systems; Sewage Pumps and Sump Pumps; Corrosive Resistant Waste; Compressed Air. Textbook included.

Non-credit tuition: \$503

NEW! Construction Supervisor's License Training (Builder's License Preparation) • BLDG 004 • 6 sessions

CRN 15400	SEC 51	Jan 25-Feb 29	W	6:00 p.m.-8:30 p.m.
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Prepare for the Massachusetts's State Builder's License Exam (also known as the Construction Supervisors License). We provide you with a complete understanding of how to navigate each book required to sit for the open book exam and provide you a clear concept of each question in theory and in photos. There is no memorization or in-depth reading of the codebooks. Test taking strategies are discussed in detail. The class is interactive and is not lecture heavy. Participant interaction and real life examples to each question is the key to real learning. The class guides you through the exam registration process and requirements to qualify. By the end of the class, you will be fully prepared to sit for your exam. Instructor Peter J. McLaughlin is the owner of Greater Boston Code Consultants who have offered this program successfully for the past 14 years and is approved by the Massachusetts Board of Building Regulations and Standards. Students should be prepared to spend \$345 for the costs of texts used in the exam-due at first class meeting.

Non-credit tuition: \$295

Landlords and Property Owners



Lead Safe Renovator - Supervisor / Moderate Risk Deleading Option / add-on - 4 hours • BLDG 001 • 1 session

CRN 15382	SEC 51	Feb 09	Th	6:00 p.m.-10:00 p.m.
CRN 15383	SEC 52	Mar 08	Th	6:00 p.m.-10:00 p.m.
CRN 15384	SEC 53	Apr 12	Th	6:00 p.m.-10:00 p.m.
CRN 15385	SEC 54	May 10	Th	6:00 p.m.-10:00 p.m.

Designed for property owners, landlords, and contractors providing additional required training for Lead-safe Renovator-Supervisors who supervise Moderate Risk Deleading Projects. The training will cover; roles & responsibilities of a Lead-safe Renovator Supervisor, various options & requirements pertaining to Renovation work, eligibility requirements for Moderate Risk Deleading work, workshop on lead inspection reports, pre-work inspection requirements, restrictions on use of Test Kits, specialized work practices, restrictions on occupancy during work, project cleanup & clearance, disposal requirements, and record keeping requirements. Pre-requisite is RRP EPA MA/DOS certification. Text included. Instructor James Montemagni of J & M Inspection Services is a licensed MA and CT Master Lead Inspector and Risk Assessor with 22 years of industry experience.

Non-credit tuition: \$165 (each section)

Property Owner/Agent: Moderate Risk Deleading Training Program - 8 hours • BLDG 002 • 1 session

CRN 15386	SEC 51	Feb 10	F	9:00 a.m.-5:00 p.m.
CRN 15387	SEC 52	Mar 09	F	9:00 a.m.-5:00 p.m.
CRN 15388	SEC 53	Apr 13	F	9:00 a.m.-5:00 p.m.
CRN 15389	SEC 54	May 11	F	9:00 a.m.-5:00 p.m.

Designed for property owners (landlord) or their agents (agents are defined as employees, or property managers, or others who are under the direct supervision and control of the property owner). This program does not allow an owner or agent to perform moderate risk deleading as a business. It's solely for their own property. After completion, the owner or agent would be required to pass an examination, which is administered by CLPPP (Childhood Lead Poisoning Prevention Program) through the mail. You will be taught how to fill out paper work and notification requirements. Clean up methods, clearance inspections and dust wipes are also covered. Program includes text and lunch. Instructor James Montemagni of J & M Inspection Services is a licensed MA and CT Master Lead Inspector and Risk Assessor with 22 years of industry experience.

Non-credit tuition: \$189 (each section)

Home-Based Business



Successfully Starting Your Own Business • BUSN 001 • 4 sessions

CRN 15002	SEC 51	Mar 06-Apr 03	T	6:00-9:00 p.m.
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A small business that turns a profit right away is the dream of everyone who has ever left the security of a steady job to strike out on their own. Acquire an overview of key issues essential to planning a start-up business whether it's Web-based or traditional, sales or service-oriented. Topics cover general business operations, including staffing, purchasing, legal forms of ownership, capital requirements, financing, and marketing techniques. Learn how to develop a business plan, and value a company for purchase or sale. Instructor-Bill McCollough.

Non-credit tuition: \$144 *(no class Mar 13)

\$Cash\$ in with a Successful Home-Based Business • BUSN 002

1 session

CRN 15004 SEC 51 Apr 11 W 6:00-8:00 p.m.

Tired of working for someone else? Do you need to make more money? Turn your talents and hobbies into a profitable home business! You'll learn about more than 100 home business ideas, mandatory legal documentation, how to market your business, how to take tax deductions (including this workshop!) and free future Q & A opportunities. LeeAnne Krusemark is an author, business owner, and adjunct lecturer at more than 200 colleges. Materials fee: \$20 payable to instructor at first class.

Non-credit tuition: \$64

Make \$ with a Typing/Word Processing Business • BUSN 003

1 session

CRN 15005 SEC 51 Apr 11 W 8:00-9:00 p.m.

If you can type, you can make money at home using your word processor or computer. After finishing BUSN 002, discover the secrets to profits in the typing/word processing business. Have the freedom to be your own boss, set your own hours, and make more money than you ever did before by attending this workshop. Instructor: LeeAnne Krusemark. Materials fee: \$10 payable to instructor at first class.

Non-credit tuition: \$39

Professional Mediation Training • BUSN 009 • 5 sessions

CRN 15372 SEC 51 May 3 Th 2:00 p.m.-8:30 p.m.

May 4, 5, 18, 19 FS 8:00 a.m.-6:00 p.m.

Co-Sponsored by Holyoke Community College and The Mediation & Training Collaborative. Pre-Requisite 30 hours Basic Mediation Training A 34-hour advanced mediation training for those interested in working with separating, divorcing or already-divorced couples. Addresses the legal and emotional process of divorce. Manual, coached practice sessions, certificate of participation, refreshments and parking included in \$799 fee. Social work CECs or attorney CLEs upon request. Questions regarding the training can be directed to (413) 475-1505.

Non-credit tuition: \$799

Career



Introduction to Hypnosis • CRER 001 • 4 sessions

CRN 15110 SEC 51 Jan 25-Feb 15 W 6:00 p.m.-9:00 p.m.

Explore hypnosis and its importance in sports, law, psychology, education, business and medicine. Videos, demonstrations and discussions will be used. Perfect for coaches, nurses, social workers, teachers, psychologists, criminal justice and law professionals and majors. Instructor Dr. Thomas D. Pirnie has been in private practice for over 20 years.

Non-credit tuition: \$99

Getting Paid to Talk • CRER 003 • 1 session

CRN 15111 SEC 51 Mar 05 M 6:30-9:00 p.m.

Explore numerous aspects of voice over work for television, film, radio, audio books, documentaries and the internet in your area. We will cover all the basics, including how to prepare the all-important demo, how to be successful and earn great income in this exciting field. Students will have the opportunity to ask questions and to hear examples of demos recorded by professional voice actors.

Non-credit tuition: \$65

Type Faster • CRER 005 • 6 sessions

CRN 15112 SEC 51 Feb 27-Apr 09 M 6:00-7:30 p.m.

Save time, frustration and aggravation when you learn the alphabetic and numeric keyboard by touch. Improve your speed and accuracy and stop spending so much time typing! Learn basic Microsoft Word functions for creating, editing and formatting documents. Instructor: Colleen Cameron

Non-credit tuition: \$79 *(no class Mar 12)

Introduction to Shorthand • CRER 004 • 12 sessions

CRN 15412 SEC 51 Mar 21-June 6 W 6:00-7:30 p.m.

Have you often found yourself struggling to take meaningful notes during meetings or classes? Trouble deciphering what you wrote? Learn the basics of Gregg Shorthand in a relaxed environment and make yourself more marketable at the same time! Includes alphabet and brief forms, dictation and transcription. Instructor: Colleen Cameron has been using shorthand for more than 40 years!

Non-credit tuition: \$189

Commercial Drivers Licence



Commercial Drivers License Class B • CMDL 019

12 sessions

CRN 15331 SEC 51 Feb 06-10 MTWThF 6:15-9:30 p.m.

Train for a lucrative new career without quitting your day job. In association with Tri-State CDL Training Center, Inc. gain RMV-approved classroom and on-the-road instruction for a Class B license. Upon successful completion, you'll be federally licensed to operate a Class B motor vehicle and Tri-State will schedule your registry exam and road test. Your RMW and DOE-recognized diploma will allow you to enter the transportation industry. WIA and Title 3 approved. Minimum age: 18 *Dates listed above are for classroom instruction only. Road training days and times will be determined in class after you obtain Class B learning permit.

Non-credit tuition: \$1549

Conferences



To register online, go to www.hcc.edu/bcs and click on Professional Development and Conferences

6th Annual New England Workforce Development Professionals Conference • CWD 739

CRN 15436 SEC 64 March 13 T 8:00a.m.-4:00p.m.

This annual conference, co-sponsored by HCC and the National Association of Workforce Development Professionals (NAWDP), is presented each year to provide professionals in the New England workforce system the opportunity to spend an exciting day of professional development without requiring overnight stays and long distance travel. The conference includes: a keynote speaker; continental breakfast; approximately 15 panel and presenter-led workshops on best practices, tools and resources, and other topics designed for front line workers through management that can help you do your job better and easier. Each attendee receives either a new one-year membership in NAWDP or a one-year renewal for current NAWDP members (a \$75 value). Access to product/service vendors, lunch and an end-of-conference raffle are included. This year, the conference will once again be held at the HCC campus in Holyoke MA, with free parking. The campus is conveniently located near the crossroads of the Mass Pike and I-91.

Conference fee: \$99

Ageing Well, Living Well: The 22nd Annual Western Massachusetts Elder Conference: May 22

Western Mass Employer Summit: March 12

Working Green Training Conference: March 14

Western Mass Green Exposition: March 14

To register online, go to www.hcc.edu/bcs, click on Professional Development, then click on Conferences.

Certificate in Interpretation/Translation Practices

Interpretation/Translation is an intercultural communication specialty - a way of taking words and ideas expressed in one language and putting them into another. An intensive, rigorous, program for aspiring and practicing interpreters/translators. Taught in English, you will receive a solid overview of the general field while learning about various applications, and environments with the goal of developing the foundations and background of the Bi-Lingual, interpreting professional. Interpreters/Translators are in demand in a variety of medical, legal, social-service and government settings and usually work on a freelance basis. Others are employed by international businesses, private companies and sectors using Bilingual interpreters/translators. You're a good match for this field if you have excellent fluency in English and a second language and if you enjoy challenge and change, are flexible and can learn new material quickly. Interpreters/Translators need strong oral communication skills. Students must successfully pass all 5 courses to receive HCC certification. All courses are pass/fail and include examination(s). Students must be completely fluent in a second language beside English. Please note: This program does not evaluate specific foreign language skills.

Program:

CRER 007 Ethics & Standards: Protocol & Behavior of Professional Interpreting/Translating
 CRER 008 Professional Protocol in Medical Interpreting/Translating
 CRER 010 Professional Protocol in Mental Health Interpreting/Translating
 CRER 011 Interpreting Dynamics in Legal Interpreting/Translating
 CRER 012 Observation & Technique

Ethics & Standards: Protocol & Behavior of Professional Interpreting • CRER 007 • 7 sessions

CRN 15158	SEC 51	Jan 25-Mar 07	W	6:00-8:30 p.m.
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An examination of the field of interpreting from professional, ethical and cultural perspectives. Professional protocol, behavior, ethics, and standards will be reviewed. An analysis of various codes of ethics and conduct will be explored.

Non-credit tuition: \$299

Interpreting Dynamics in Legal Interpreting • CRER 011 • 7 sessions

CRN 15398	SEC 51	Mar 21-May 02	W	6:00-8:30 p.m.
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This course reviews basic courtroom dynamics, legal terms and working in various criminal justice environments. It addresses situations in a variety of incarceration facilities, police stations and court settings laying the foundation of legal interpreting and protocol. Prerequisite: CRER 007.

Non-credit tuition: \$299

Certificate Program in Suggestive Modalities • 178 hours • 17.8 CEUs

For teachers, therapists, school psychologists, counselors, social workers, and individuals in the field of helping others who are serious about learning how to assist individuals or groups through a useful, positive approach to solving problems. The study of suggestive modalities encompasses the study of Hypnosis, an Introduction to Neuro- Linguistic Programming, Meta Model and Sub-Modalities. Successful completion of the certificate program requires completion two exams from the National Guild of Hypnotists, a research project, and required attendance. The hypnosis portion is a semester-long program. Upon successful completion, a Certificate will be issued from the National Guild of Hypnotists. An HCC Certificate will be issued to those who successfully complete Neuro- Linguistic Programming, Meta Model, and Sub-Modalities.

- Advanced Intensive Hypnosis Certification Program through National Guild of Hypnotists: Fall 2011 (100 hours)
- Neuro-Linguistic Programming: Spring 2012 (42 hours)
- Meta Model: Summer 2012 (18 hours)
- Sub-Modalities: Fall 2012 (18 hours)

Neuro-Linguistic Programming • CRER 009 • 16 sessions

CRN 15397	SEC 51	Jan 24-May 15	T	6:00-9:00 p.m.
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NLP is a model of the special world of magic and illusion of human behavior and communication-the study of the components of perception and behavior. Neuro-Linguistic Programming stands for what we maintain to be the basic process used by all human beings to encode, transfer, guide, and modify behavior. NLP is a unique model of how people learn, motivate themselves, and change their behavior to achieve excellence in any endeavor. Materials fee: \$60 payable to instructor at first class meeting.

Non-credit tuition: \$529 *(no class Mar 13)

HealthCare



Nursing Assistant Program • CWD001 • 7 weeks

CRN 15127	SEC 64	Dec 19 - Feb 17	M-F	9:00 a.m.-3:30 p.m.
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CRN 15168	SEC 74	Feb 28 - April 13	M-F	9:00 a.m.-3:30 p.m.
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This vocational course exceeds the federal content requirements for CNA certification, and prepares you to pass the Certified Nursing Assistant state exam. Includes classroom and lab instruction, clinical experiences, and the exam.

This course provides you with the classroom, laboratory and clinical training to become a Nursing Assistant. The course prepares you to pass the Certified Nursing Assistant exam, and it includes clinical internships and the exam. Four clinical days have been scheduled at local nursing homes from 8:00a.m.-3:30pm. You'll be prepared to pass the Massachusetts Nurse Aide Certification Testing with the American Red Cross and be ready to enter employment immediately after successfully completing training. Candidates must pass a basic skills test and a CORI/SORI check. Students will need a watch with a second hand and are required to wear a set of "scrubs" on clinical days. Students are required to present proof of physical fitness and the results of a TB/Mantoux test. For information and to apply for the program, call (413) 552-2496.

Non-credit tuition: \$2880 (Includes training, all course materials, scrubs, and state exam fee)

Pharmacy Technician Program • CWD414 • 18 sessions

CRN 15118	SEC 64	Dec 12 - Feb 3	MWF	9:00 a.m.-3:30 p.m.
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CRN 15430	SEC 74	Feb 13 - March 30	MWF	9:00 a.m.-3:30 p.m.
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Prepares you to work in a community retail pharmacy and to take a range of certification exams including the PTCB. Learn medical terminology; interpreting prescriptions; generic and brand names; calculations, conversions; customer service, etc.

Non-credit tuition: \$999 (includes textbooks)

Emergency Medical Technician Basic Course (OEMS

Approved - 168 hrs) • CERT 004

CRN 15185	SEC 51	Jan 24-May 24	TTh	6:00 p.m.-10:30 p.m.
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			S	9:00 a.m.-3:00 p.m.
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Course covers assessment and management of the following medical emergencies: cardiopulmonary arrest; severe bleeding and shock; fractured bones; care for heart attack, stroke burns and poison victims; access to victims of automobile crashes and collapsed buildings; emergency childbirth, Pediatrics; and various other medical, emotional and environmental emergencies. Students will complete 5 patient assessments during the course. Prerequisite: Participants must have a valid AHA Healthcare Provider or ARC for Professional Rescuer Level CPR card prior to class, or register and pay for the CPR course offered the first day of class. (Students must attend both days (9 hours) to receive CPR certification.) State Practical Exam and Materials Fee of \$135 due to instructor at first class meeting. An additional \$35 due to instructor at first class meeting for CPR Course for those who do not have a CPR card. Students should be prepared to spend \$250-\$300 on texts for this program. Offered in conjunction with Westfield State University Division of Continuing & Graduate Education. Faculty: Edward Mello, RN, EMTB, I.C., Course Director: Joel Perkins, EMTB, I.C, Lead Instructor Coordinator: Michael Tryon, EMTB, I.C.

Non-credit tuition: \$550

Career Step Medical Transcription Editor • CWD649

(Online, self-paced)

CRN 15173 SEC 64 Enroll into this self-paced course any time of the year

The Medical Transcription Editor online training program helps students develop the knowledge and skills of quality medical transcriptionists in addition to the specialized skill set of medical transcription editors. Students focus on keyboarding, medical terminology, language and grammar, and the editing skills required to work with speech recognition technology. Call Robert at (413) 552-2086 for more information.

Non-credit tuition: \$2389.95 (attend the informational open house at no charge).

Career Step Inpatient and Outpatient Medical Coding and Billing

CWD650 • (Online, self-paced)

CRN 15174 SEC 64 Enroll into this self-paced course any time of the year

This online training program prepares students for both inpatient and outpatient medical coding and billing careers and helps them gain the knowledge and skills required for the national certification exams. Students focus on medical terminology, coding standards, and specific code sets. The online platform provides 24/7 access to the curriculum. Call Robert at (413) 552-2086 for more information.

Non-credit tuition: \$2299.95 (attend the informational open house at no charge).

Career Step Pharmacy Technician • CWD651 • (Online, self-paced)

CRN 15175 SEC 64 Enroll into this self-paced course any time of the year

The pharmacy technician online training program helps students quickly develop a broader range of knowledge and skills than those professionals trained solely on the job. Students are prepared for national certification through the Pharmacy Technician Certification Board and gain the background necessary to work in both retail and institutional settings. Call Robert at (413) 552-2086 for more information.

Non-credit tuition: \$1805.95 (attend the informational open house at no charge).

Hospitality



ServSafe • CWD026 • 2 nights or 1 day

CRN 15104	SEC 67	Jan 9-23	M	5:30 p.m.- 9:30 p.m.
CRN 15105	SEC 68	Feb 6-13	M	5:30 p.m.- 9:30 p.m.
CRN 15119	SEC 69	Mar 5-12	M	5:30 p.m.- 9:30 p.m.
CRN 15120	SEC 70	Apr 2-9	M	5:30 p.m.- 9:30 p.m.
CRN 15170	SEC 64	Feb 28	M	8:30 a.m.- 4:30 p.m.
CRN 15285	SEC 65	Apr 24	M	8:30 a.m.- 4:30 p.m.

Essential training for food servers and managers. Participants will receive a ServSafe Certification of Completion, and qualify your operation to be a part of the International Food Safety Council. Upon successfully completing the class, you will be ready to pass the required ServSafe exam.

Non-credit tuition: \$160 (includes book and exam)

Law Enforcement



For the past three years, the Kittredge Center at HCC has partnered with Commonwealth Police Service, Inc., (Attorney Patrick Rogers), to provide a wide variety of workshops and seminars for individuals working in law enforcement. Please access the HCC web site for information on this semester's workshops, or call Robert Griffin at (413) 552-2086 for more information.

Interior Design Certificate Program



Develop your knowledge, gain specialized skills, and cultivate your creative talent. Work toward an exciting entry-level position in interior design. Designers work in small businesses, big box and hardware stores, home centers, and in specialized businesses such as home improvement, fabric shops, and for kitchen, bath, furniture, tile and floor covering retailers, designers, and distributors. Learn basic plan drawing and design skills, presentation boards, and schedule layout. Learn the design development process and about the history of styles, materials and fabric selection, A.D.A. compliance, fire codes, and more. Complete six required courses to earn the certificate. All classes require: homework outside class including testing, and successful completion of program requirements. You'll create a portfolio for employment. Instructor Joanne Dusza-Athas is a certified interior designer with 28 years' experience. Required courses:

- Introduction to Residential Interior Design
- Residential Interior Design 2
- Scale & Proportion
- Textiles & Materials
- Language of Color
- Green Design & Materials

You may take individual courses even if you don't intend to earn a certificate.

Scale & Proportion (14 hours class time/14 hours out of class work) • HOME 004 • 7 sessions

CRN 15369 SEC 51 Feb 29-Apr 18 W 6:00 p.m.-8:00 p.m.

Understanding space and creating floor plans with the customer's needs in mind. Covers: furniture scale in relation to the space available for the design; traffic patterns; lighting needs; accessory proportions; and incorporating multi-function pieces. With this knowledge, you'll be able to successfully balance out the entire space. Instructor Joanne Dusza-Athas. Prerequisite: Interior Design 1 & 2 or faculty approval.

Non-credit tuition: \$179 *(no class Mar 14)

Textiles & Materials (14 hours class time/14 hours out of class work) • HOME 005 • 7 sessions

CRN 15370 SEC 51 Apr 25-Jun 06 W 6:00 p.m.-8:00 p.m.

Focuses on factors to consider when selecting fabrics and finishes including aesthetics, construction, durability, maintenance, and environmental concerns. Period fabrics and style, fibers, colors, and trims will be considered. Covers: window treatments and their design, manufacture, and residential and commercial applications, blinds, and hardware; wall art and wallpaper; and rugs, their period, fibers, finishes, and care. Prerequisite: Interior Design 1 & 2 or faculty approval. Instructor: Joanne Dusza-Athas.

Non-credit tuition: \$179

Working Green Training Courses

The Center for Business & Professional Development at Holyoke Community College has expanded our course options for the Spring Semester. Two new training courses leading to specialized Building Performance Institute (BPI) national certifications have been added. We are pleased to announce the addition of BPI Multi-Family and BPI AC / Heat Pump to our training menu of BPI and RESNET HERS Rater professional training options. This exciting line up of skill enhancement, training and certification opportunities are designed for busy working professionals, business owners, and job seekers looking opportunities to become more competitive, grow market share, and/or meet increasingly stringent quality work standards in the Energy Efficiency/Sustainable Energy Industry.

BPI Building Analyst/Envelope Training and Certification

CWD 709

CRN 15318	SEC 64	Jan 11-Feb 18	W Sa	5:30-8:30p.m. 9:00a.m.-1:00p.m.
CRN 15415	SEC 65	March 1-9	Th-Sa M-F	8:00a.m. -4:00p.m.
CRN 15416	SEC 66	April 4 - May 12	W Sa	5:30p.m.-8:30p.m. 9:00a.m.-1:00p.m.

This course prepares you for the fast growing energy efficiency industry. Earn two Building Performance Institute (BPI) certifications with this intensive course of study. Training is based upon a broad building science curriculum. It presents a solid scientific foundation upon which inspectors and auditors can build an accurate understanding of modern buildings. Completion of the training course will prepare you with the skills needed to sit for the BPI Analyst and Envelope Exams, on the way to their Building Analyst or Envelope Certifications. Each topic includes an overview of technology, examples of typical installations and their defects, procedures for performing audits, and guidelines for analyzing potential retrofits. A balanced approach to building performance is presented that addresses energy efficiency, building durability, and human health.

The Building Analyst/Envelope Professional course covers: Fundamentals of Building Science • Fundamentals of Buildings and their Systems • Measurement and Verification of Building Performance • Blower Door set up and operation • Pressure diagnostics with digital manometers • BPI Standards and Project Specifications • Analyzing Building Systems • Professional Ethics, Conduct & Communications • Intermediate Building Science • Advanced Pressure diagnostics • Envelope Systems and their interactions with other systems • Intermediate Measurement and Verification of Building Performance • Intermediate BPI Standards / Project Specs • Optimizing Envelopes and their interactions with Building Systems • Advanced Ethics and Conduct
Prerequisites: HS diploma or GED; proficiency in reading English, writing, and math; access to a computer with internet access. Construction, HVAC or other building trade experience plus!

Non-credit tuition: \$2495 Includes written and Field Exams for 2 national certifications and 64 hours classroom and hands-on field training, textbooks, study guides, online access to curriculum and study modules

BPI Heating Professional Training and Certification • CWD 710

CRN 15319	SEC 64	Jan 23-28	M-S	8:00a.m.-5:00p.m.
CRN 15320	SEC 65	April 23-28	M-S	8:00a.m.-5:00p.m.

Using a "whole house" performance-based approach, this training will cover advanced heating system diagnostic, evaluation, and repair skills to help you prepare for the Building Performance Institute's Heating Professional on-line and field exams. The curriculum presented complies with the Building Performance Institute (BPI) and the Department of Energy (DOE) Weatherization Core Competencies. Upon successful completion of this course Participants will have the knowledge needed to sit for the Heating Professional written certification exam offered by Building Performance Institute. For currently certified BPI professionals the curriculum has been approved for 7.5 BPI Continuing Education Units (CEU's) toward re-certification

The course presents basic information about combustion heating focused on furnaces. The purpose of it is to impart the most important information about furnaces and other combustion devices. It will prepare Participants for lab training and field training to follow. This course includes advanced level training about combustion heating focused on natural-gas furnaces. The purpose of it is to teach the most important information about evaluating and adjusting furnaces and other combustion appliances. Topic Areas: Principles of Combustion and Electrical Systems, Furnace Installation and Operation, Duct System and Airflow Principles, Evaluating Gas Furnaces and Water Heaters, Optimizing Furnace Performance

Prerequisites: BPI Building Analyst Certification; Heating/HVAC Contractor background is strongly recommended; HS diploma or GED; proficiency in reading English, writing and math; access to a computer with internet access.

Non-credit tuition: \$1495 includes 35 hour classroom & hands-on field Training, books and study guide, online access to curriculum and study modules, and written National Certification Exam Fee

RESNET/ HERS RATER Training & Certification • CWD 711

CRN 15321	SEC 64	Jan 30 - Feb 4	M Tu-F Sa	1:30-5:30p.m. 8:00a.m. -6:00p.m. 7:00a.m.-3:00p.m.
CRN 15322	SEC 65	April 30 - May 5	M Tu-F Sa	1:30-5:30p.m. 8:00a.m. -6:00p.m. 7:00a.m.- 3:00p.m.

A certified home energy rater must successfully complete training by a RESNET Accredited Rater Training Provider and must be certified by a RESNET Accredited Rating Provider. A rater must successfully complete training by a RESNET accredited rater training organization. The training is conducted in accordance with a syllabus developed by RESNET. For certification each candidate rater must perform two ratings including software operations, in the presence of trainers. Certified Raters must also pass examinations that demonstrate a practical, working ability to effectively use the knowledge and skills set contained in Section 5.3 of Chapter Two of the national home energy rating standard to produce accurate and fair Home Energy Ratings. This 2 hr. national examination will be given at the end of the training program.

The full training agenda will be provided on the 1st day of class. The agenda details the content and homework assignments for each day. You will be provided a course binder, Residential Energy course book, calculator, tape measure and writing utensils which must be brought to every class along with your laptop computer. Most days will be out of the classroom performing inspections on homes and/or job sites. Some days require additional equipment. Bring your laptop to the first days class, so a demo version of the HERS software (REM/Rate) can be installed.Long.

Non-credit tuition: \$1,495 includes written National Exam, Classroom Instruction, Hands-on Field Training, Books and Study Guide, On-line access to curriculum and study modules

BPI Multi Family Training & Certification Program • CWD 736

CRN 15417	SEC 64	Feb 13 - 17	M-F	8:00a.m.-5:00p.m.
CRN 15418	SEC 65	May 14 - 18	M-F	8:00a.m.-5:00p.m.

The Multi-Family Building Analyst Training curriculum to designed to train candidates to conduct a comprehensive energy audit on Multi-Family buildings to the standards of the Building Performance Institute (BPI). The class will prepare the student to pass both the written and online practicum exams, leading to BPI certification as a Multi-family Building Analyst (MFBA). The course tuition includes all course materials and BPI certification exam fees.

Non-credit tuition: \$1,495

BPI AC/Heat Pump Training and Certification Program • CWD 737

CRN 15419	SEC 64	Mar 19 - 24	M-F	8:00a.m.-5:00p.m.
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The BPI Air Conditioning (AC)/Heat Pump (HP) Professional preparatory training course will prepare technicians to pass the BPI AC/HP certification exam. The main objective of this course is to focus on optimization opportunities for AC and HP systems to increase efficiency. To sit for the BPI AC/HP certification exam technicians must hold a current EPA 608 Type II certification and present their card to the exam proctor before sitting for the BPI exam.

Non-credit tuition: \$1,495

The following "Green" courses are available Spring 2012. Please contact Rachel at (413) 552-2730 for more information and start dates.

Green Facilities Training for Managers • CWD 712 • CRN 15323

Green Facilities Training for Managers provides a comprehensive overview to sustainable facility operations, and is appropriate for facility managers, building owner/operators, and green team leaders. This is a hands-on 15-hour course taught in two full days a week apart. Training covers five major modules, each of which is supported by on-line tools: sustainability & shared value; green cleaning; green purchasing (EPP); resource conservation; and water conservation. Classroom exercises and homework reinforce opportunities to achieve cost savings alongside environmental improvements.

Non-Credit Tuition: \$499 + \$100 fee for student manual & access to HG's Web based proprietary resources, assessment tools, and resource calculators for a 12 month period. Includes lunch

Introduction to Cleaning Green

CWD 713-64 • CRN 15324

Switching to green cleaning products is often one of the easiest sustainable practices to implement, yielding immediate costs and environmental benefits. This short course, ideal for those responsible for coordinating cleaning efforts at their companies, introduces the benefits of green cleaning products and practices in facility operations, as well as providing practical hands on guidance as to how to make the change. The course will discuss policies, baseline assessments, and measurement tools, as well as introducing online databases of certified green cleaning products and strategies for working with vendors.

Non-credit tuition: \$165 + \$50 fee for student manual & access to HG's web-based proprietary resources and tools with state specific resources and sources of information

Introduction to Green Purchasing

CWD 714-64 • CRN 15325

This short course in Environmentally Preferable Purchasing (EPP), also called Green Purchasing, introduces concepts, policies and practices relating to purchasing of low-impact products for businesses and organizations. The class, ideal for employees responsible for purchasing, provides a framework for green purchasing, as well as implementation strategies for establishing goals and performance measures. Participants are introduced to the EPP tools & resources compiled on the Hospitality Green (HG) website, which provide a variety of pre-screened EPP procurement options. State-specific resources are described, as well as nationally recognized sources of information

Non-credit tuition: \$165 + \$50 fee for student manual & access to HG's web-based proprietary resources and tools, with state-specific resources and purchasing sources of information

Getting to Sustainability Through Changes in Waste Contracting

CWD 715-64 • CRN 15326

This short course introduces business owners and facility managers to practical aspects of sustainability and cost avoidance through source reduction and recycling. Participants are shown how to conduct a waste audit; how to develop alternative strategies for source reduction, recycling and composting; and how to negotiate contract reductions with their local waste haulers. A number of on-line tools and resources are introduced, including measurements tools to establish baselines and track progress.

Non-credit tuition: \$165 + \$50 fee for student manual & access to HG's web-based proprietary resources and tools with state specific resources and recognized sources of information.

"Facility Team Green" Lodging and Restaurant Industry Training

CRN 15328 Lodging: CWD 717-64

CRN 15329 Restaurants: CWD 718-64

Facility Green Team is designed to prepare organizations to meet the HospitalityGreen Lodging and Green Restaurant Certification Standards. The 20 hours of core training is presented in three sessions, designed to teach facility personnel to better understand sustainability and to be able to take advantage of the cost savings associated with becoming a "Certified Green" organization. This course provides a hands-on, practical approach that teaches participants a working vocabulary for resource conservation, how to complete a comprehensive environmental facility assessment, develop and implement an improvement plan, and conduct a walk-thru site audit. Non-credit tuition: \$2500 per organization. Includes training for up to three employees per Facility, student manuals and guides, and an online facility page for a 12-month period, access to HG's web-based proprietary resources and tools with state specific resources and purchasing sources of information, and an HG 3rd part HG audit. Upon certification, organizations receive a public recognition plaque, development "green" page for marketing the facility's new certification, and access to all of HG's green marketing resources.

Non-credit tuition: \$2,500 per organization. Includes training for up to three employees per facility, student manuals and guides, and an online facility page for a 12-month period, access to HG's web-based proprietary resources and tools with state specific resources and purchasing sources of information, and an HG 3rd part HG audit. Upon certification, organizations receive a public recognition plaque, development "green" page for marketing the facility's new certification, and access to all of HG's green marketing resources.

Management

American Management Association University Program Courses/Certificate in Management

HCC is proud to be one of 225 colleges and universities in the world to be an AMA affiliate college for the past 20+ years. Our courses are developed by the highly-respected AMA, and are delivered by trainers who are experienced in training adult learners and who specialize in their field of expertise. HCC offers an ongoing schedule of AMA courses each year. Individuals who complete five AMA courses earn the internationally-recognized AMA Certificate in Management. **Non-credit tuition: \$325 per course, \$1625 for the certificate. Discounts are available to employees of organizations that belong to the HCC Corporate College Program. For more information, call (413) 552-2086**

AMA - Managing Multiple Priorities • 4 days

CWD 509

CRN 15433 SEC 64 W Feb 1-22 8:00a.m.-12:00p.m.

How to accomplish more in less time with fewer resources. Today, the ability to manage priorities is a key element in personal and professional success. This course provides you with the tools to master this essential business skill -- strategies to identify key priorities, manage workload, organize tasks and projects, achieve objectives, collaborate with others, schedule effectively, meet deadlines, improve the quality of work and reduce stress.

Non-credit tuition: \$325

AMA - Leadership Skills for Managers • CWD505 • 4 days

CRN 15102 SEC 64 W Mar 7-28 8:00a.m.-12:00p.m.

Delivers the knowledge, skills, and guidance managers require to become leaders in today's workplace. Visionary, entrepreneur, mentor, motivator, change agent, and team builder--successful managers have to do it all.

Non-credit tuition: \$325

AMA - How to Deliver Winning Presentations

4 days • CWD 514

CRN 15434 SEC 64 W Apr 11-May 2 8:00a.m.-12:00p.m.

Managers are often called upon to make presentations. Packed with easy-to-use templates, strategies, and tips -- this course delivers success. It helps you overcome "presentation fear" and makes it easy to plan, prepare, and deliver the kind of presentations that make people sit up and take notice. You'll discover the best ways to prepare your opening, write smooth transitions, plan your Q&A session, and troubleshoot potential problem areas. You'll learn how to use body language, communicate clearly, gain and hold attention, and reduce and control your anxiety and nervousness. This course will show you how to deliver a successful presentation.

Non-credit tuition: \$325

AMA - Planning & Conducting Productive Performance Appraisals • CWD515 • 4 days

CRN 15435 SEC 64 W May 9-30 8:00a.m.-12:00p.m.

Performance appraisals are a critical tool for aligning employee performance with the goals of the organization. Real-world scenarios and clear, step-by-step instructions help you to write the performance review document and to prepare for the critical face-to-face meeting.

Non-credit tuition: \$325

PROFESSIONAL DEVELOPMENT

Professional Development for K-12 Educators



Designed by renowned educators, VESI interactive courses are convenient, superior quality courses packed with practical applications for the classroom. Earn MA PDPs in these accredited self-paced and user-friendly programs. You'll have telephone access with instructors during "office hours" and email access with a guaranteed 24-hour response time. Once HCC receives your registration, we will communicate your registration to VESI. CD or Online Format Available.

Specify your preferred format when you register.

CD or online format (requires high speed internet access). VESI will email you a link and password to access the course(s) online or will mail you the CD. You have six months to complete the course. Once completed, you receive security access to print out documentation to mail to VESI and for your own portfolio. Once VESI submits the grade report to HCC, you receive Commonwealth of Massachusetts PDP credits within approximately 10-15 days. In addition to "Undergraduate Professional Development Level" (UPDL), VESI professional development programs at the "Graduate Professional Development Level" (GPDL) are available. The GPDL requires additional writing assignments: Answer a "Critical Thinking Essay Question" (500 word min.) at end of each chapter (courses have four to six chapters) and write an essay (200 word min.) on three journal articles of your choice on topics relevant to the course. Students successfully passing the GPDL coursework receive MA PDP portfolio documentation indicating GPDL study. Writing assignments are evaluated by VESI faculty.

For information, contact Community Services at (413) 552-2320 or (413) 552-2324.

Advanced Classroom Mgt. • EDUC 001

CRN 15049	SEC 51	UPDL	30 PDPS		CRN 15050	SEC 52	GPDL	40 PDPS
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Non-credit tuition: \$205 (sec 51); \$266 (sec 52)

Attention Deficit Disorder • EDUC 002

CRN 15051	SEC 51	UPDL	30 PDPS		CRN 15052	SEC 52	GPDL	40 PDPS
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Non-credit tuition: \$205 (sec 51); \$266 (sec 52)

Autism & Aspergers Disorder • EDUC 003

CRN 15053	SEC 51	UPDL	30 PDPS		CRN 15054	SEC 52	GPDL	40 PDPS
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Non-credit tuition: \$205 (sec 51); \$266 (sec 52)

Behavior is Language • EDUC 004

CRN 15055	SEC 51	UPDL	45 PDPS		CRN 15056	SEC 52	GPDL	55 PDPS
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Non-credit tuition: \$235 (sec 51); \$283 (sec 52)

Child Abuse • EDUC 005

CRN 15057	SEC 51	UPDL	30 PDPS		CRN 15058	SEC 52	GPDL	40 PDPS
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Non-credit tuition: \$205 (sec 51); \$266 (sec 52)

Drugs & Alcohol in Schools • EDUC 006

CRN 15059	SEC 51	UPDL	30 PDPS		CRN 15060	SEC 52	GPDL	40 PDPS
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Non-credit tuition: \$205 (sec 51); \$266 (sec 52)

Educational Assessment • EDUC 007

CRN 15061	SEC 51	UPDL	30 PDPS		CRN 15062	SEC 52	GPDL	40 PDPS
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Non-credit tuition: \$205 (sec 51); \$266 (sec 52)

Harassment, Bullying & Cyber-Intimidation in Schools • EDUC 008

CRN 15063	SEC 51	UPDL	30 PDPS		CRN 15064	SEC 52	GPDL	40 PDPS
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Non-credit tuition: \$205 (sec 51); \$266 (sec 52)

Inclusion: Working with Students with Special Needs in General Education Classrooms • EDUC 009

CRN 15065	SEC 51	UPDL	30 PDPS		CRN 15066	SEC 52	GPDL	40 PDPS
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Non-credit tuition: \$205 (sec 51); \$266 (sec 52)

Infant & Toddler Mental Health • EDUC 010

CRN 15067	SEC 51	UPDL	30 PDPS		CRN 15068	SEC 52	GPDL	40 PDPS
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Non-credit tuition: \$205 (sec 51); \$266 (sec 52)

Learning Disabilities • EDUC 011

CRN 15069	SEC 51	UPDL	45 PDPS		CRN 15070	SEC 52	GPDL	55 PDPS
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Non-credit tuition: \$235 (sec 51); \$283 (sec 52)

Reading Fundamentals 1 • EDUC 012

CRN 15071	SEC 51	UPDL	30 PDPS		CRN 15072	SEC 52	GPDL	40 PDPS
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Non-credit tuition: \$205 (sec 51); \$266 (sec 52)

Reading Fundamentals 2 • EDUC 013

CRN 15073	SEC 51	UPDL	30 PDPS		CRN 15074	SEC 52	GPDL	40 PDPS
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Non-credit tuition: \$205 (sec 51); \$266 (sec 52)

Reading Fundamentals 3 • EDUC 014

CRN 15075	SEC 51	UPDL	45 PDPS		CRN 15076	SEC 52	GPDL	55 PDPS
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Non-credit tuition: \$235 (sec 51); \$283 (sec 52)

Talented & Gifted • EDUC 015

CRN 15077	SEC 51	UPDL	30 PDPS		CRN 15078	SEC 52	GPDL	40 PDPS
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Non-credit tuition: \$205 (sec 51); \$266 (sec 52)

Teaching Diversity • EDUC 016

CRN 15079	SEC 51	UPDL	30 PDPS		CRN 15080	SEC 52	GPDL	40 PDPS
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Non-credit tuition: \$205 (sec 51); \$266 (sec 52)

Traumatized Child • EDUC 017

CRN 15081	SEC 51	UPDL	30 PDPS		CRN 15082	SEC 52	GPDL	40 PDPS
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Non-credit tuition: \$205 (sec 51); \$266 (sec 52)

Understanding Aggression • EDUC 018

CRN 15083	SEC 51	UPDL	45 PDPS		CRN 15084	SEC 52	GPDL	55 PDPS
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Non-credit tuition: \$235 (sec 51); \$283 (sec 52)

Violence in Schools • EDUC 019

CRN 15085	SEC 51	UPDL	30 PDPS		CRN 15086	SEC 52	GPDL	40 PDPS
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Non-credit tuition: \$205 (sec 51); \$266 (sec 52)

Teaching Elementary Math • EDUC 020

CRN 15139	SEC 51	UPDL	30 PDPS		CRN 15140	SEC 52	GPDL	40 PDPS
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Non-credit tuition: \$205 (sec 51); \$266 (sec 52)

Why DI?: An Introduction to Differentiated Instruction (UPDL) EDUC 022

CRN 15413	SEC 51	UPDL	45 PDPS		CRN 15414	SEC 52	GPDL	55 PDPS
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Non-credit tuition: \$235 (sec 51); \$283 (sec 52)

FOR MORE DETAILED DESCRIPTIONS, COURSE SYLLABUS AND REGISTRATION OPTIONS GO TO www.virtualeduc.com/holyoke



Professional Development Programs from the Employers Association of the NorthEast (EANE)



The Employers Association of the NorthEast (EANE) promotes sound employee/employer relations and assists member organizations improve policies and practices in personnel and labor relations. It also provides management development consultation and training. All EANE's human resource programs are certified by the Human Resources Certification Institute (HRCI).

Human Resource Professional

Sales for Non-Sales People • HRPR 019 • 1 session

CRN 15401 SEC 51 Feb 09 Th 8:30 a.m.-4:30 p.m.

Selling is not a part of your job title, yet the success of your job requires that you suggest your company's products and services to present and potential customers. This program will provide participants with proven strategies and practical tools to feel more comfortable and ultimately become more effective at suggestive selling.

Non-credit tuition: \$245

Moving Ahead: Being Sure Your Behavior Brings You Success HRPR 020 • 1 session

CRN 15402 SEC 51 Mar 06 T 8:30 a.m.-12:00 p.m.

What's your professional image? How do you handle your behavior in over-coming and resolving negative workplace situations? Ineffective behavior can contribute to a poor professional image and can result in career suicide. Learn how to overcome and resolve workplace situations where ineffective, negative behavior is at play so you can improve your professional image to move forward and get the rewards you deserve.

Non-credit tuition: \$125

Principles of Leadership Series

Use Section 51 to register for the entire series (discounted price applies), or register for individual workshops using sections 52-56.

Principles of Leadership Series • HRPR 021 • 6 sessions

CRN 15403 SEC 51 Apr 04-Jun 13 W 8:30 a.m.-4:30 p.m.

Designed to give managers and supervisors a thorough knowledge of the integrated skills and behaviors crucial to leadership success. Learn to use these skills to effectively manage relationships with their direct reports, peers and managers. Participants are encouraged to take the Principles of Leadership Series in sequence as each program skill set builds upon what is learned in the previous program.

Session 1 - Wednesday, April 4, 2012
Session 2 - Wednesday, April 18, 2012
Session 3 - Wednesday, May 2, 2012
Session 4 - Wednesday, May 16, 2012
Session 5 - Wednesday, May 30, 2012
Session 6 - Wednesday, June 13, 2012

Non-credit tuition: \$1275

Understanding Your Leadership Role • HRPR 021 • 1 session

CRN 15404 SEC 52 Apr 04 W 8:30 a.m.-4:30 p.m.

Explore the philosophical and emotional changes that accompany the transition from worker to supervisor or manager. The nature of critical relationships with higher level managers, peers, direct reports and people outside your organization is examined and specific action for improving relationships and trust are discussed. Through the use of the DiSC™ Assessment Tool, participants will also understand how they affect individual and team communication, collaboration and overall performance. Participants will identify strategies for capitalizing on their strengths and interact more effectively with styles that are different than their own.

Non-credit tuition: \$245

Legal Liabilities of the Supervisor • HRPR 021 • 1 session

CRN 15405 SEC 53 May 02 W 8:30 a.m.-4:30 p.m.

Covers federal and state specific employment laws and clarifies your responsibility to ensure compliance. Provides supervisors with a comprehensive overview of the legal, regulatory, personal and practical issues so they can recognize situations that may pose a legal risk to the organization and respond appropriately - preventing discrimination and harassment in the workplace.

Non-credit tuition: \$245

Situational Leadership, Delegation & Motivation • HRPR 021 • 1 session

CRN 15406 SEC 54 May 16 W 8:30 a.m.-4:30 p.m.

Learn how to adopt a leadership style that generates heightened performance and improved productivity in any situation. Participants also learn what motivates people and they develop an understanding of how to use different motivational techniques to improve productivity and morale.

Non-credit tuition: \$245

Employee Training & Coaching Skills • HRPR 021 • 1 session

CRN 15407 SEC 55 May 30 W 8:30 a.m.-4:30 p.m.

The skillful use of coaching can improve performance and increase employee skills and motivation. Effective coaching skills can help employees develop a more positive attitude toward their leader and their jobs. Learn how to give constructive feedback in a productive and positive way.

Non-credit tuition: \$245

Managing Difficult Employees, Performance Issues & Reviews • HRPR 021 • 1 session

CRN 15408 SEC 56 Jun 13 W 8:30 a.m.-4:30 p.m.

Develop specific problem solving skills while maintaining effective work relationships and applying those techniques to their individual workplace situations. Learn how to properly document these situations and understand the disciplinary process. Concludes by developing a roadmap for future leadership success by creating a personal development plan based on the skills and knowledge acquired throughout the Principles of Leadership Series

Non-credit tuition: \$245

NEW THIS YEAR! Holyoke Community College and The Center for Legal Studies (CLS) have partnered to offer several legal-related programs. CLS has a 31-year history of providing live and distance learning course as part of their workforce development strategy to help working individuals and job seekers the opportunity to gain the skills needed in today's workplace.

Paralegal Certificate Course • 6 weeks live format; 14 weeks online format • CWD 695

CRN 15279	SEC 64	Feb 25 - April 14	Sa & Su	9a.m.-5p.m.	Live
CRN 15286	SEC 66	Jan 9-Feb 24			Online
CRN 15288	SEC 67	March 5-April 20			Online
CRN 15420	SEC 68	April 30-June 15			Online

Students will be trained to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents, and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas of law in which paralegals are in most demand.

Session 1: "Legal Terminology, Documents, Ethics, and the Litigation Process": This first session focuses on the history of American jurisprudence, the theory of law, the legal process, and the nature of litigation. Discussion will cover pre-trial, trial and post-trial procedures as well as an in depth coverage of legal ethics. At the end of the first session of class, students will know how to prepare a Complaint/Petition, Answer, Third Party Complaint/Petition, and Motion for Summary Judgment.

Session 2: "Introduction to the Evidentiary Predicate": This session covers the rules of evidence and civil procedure. Basic interviewing and investigation techniques and the development and use of demonstrative evidence will also be explained. At the end of the second session of class, students will prepare discovery matter such as Interrogatories, Request for Admissions and Request for Production of Documents.

Session 3: "Identifying Relevant Authority": During this session, students will learn how to identify relevant law, determine the differences between primary and secondary authority, and between mandatory and persuasive authority, and learn how to find and apply authority to hypothetical factual situations.

Session 4: "Introduction to Legal Research": Students will learn research techniques for use in legal memoranda, motions, and briefs. Primary and secondary source materials will be discussed, and a concise approach to legal research will be developed.

Session 5: "Legal Research Practice": Legal research skills will be applied this session with emphasis on shepardizing statutes and case law and learning to use computerized legal research terminals. Numerous research assignments will be given, discussed, and critiqued. The West Key Number System® will be learned thoroughly.

Session 6: "Legal Writing and Appellate Procedure": This final session will concentrate on the preparation and critique of legal memoranda, including an Interoffice Memorandum of Law and Appellate Brief. Principles of appellate procedure will also be reviewed. Proper citation format will be covered along with a discussion of job hunting techniques and job leads for those seeking their first employment as paralegals.

There are no prerequisites to take the course, but students will be expected to complete a significant amount of homework for each session. This program will help students increase their office's efficiency, productivity, and billable hours as well as learn new marketable job skills.

Non-credit tuition: \$1189 plus \$355.50 for books and Westlaw legal online resource access

Advanced Paralegal Certificate Course (Online) • 7 weeks per individual course; 6 courses required. • CWD 696

CRN 15280	SEC 64	Jan 9-Feb 24			
CRN 15289	SEC 65	March 5-April 20			
CRN 15422	SEC 66	April 30-June 15			

These advanced topics build upon the nationally acclaimed Paralegal Certificate Course® offered by over 100 colleges and universities nationwide. These classes are available to students who wish to extensively build upon their knowledge of law and paralegal studies with classes in specialized facets of contemporary law. Your study and concentration on substantively specific materials will enable you to gain a strong competitive edge over other paralegals. The additional training gained through participation in these advanced classes will embellish your legal knowledge and skills, which in turn should increase your salary and marketability. Those who successfully complete at least six

advanced topics will be awarded a Certificate of Completion. Prerequisite: Paralegal Certificate Course.

Online participants should expect to spend at least 45-50 hours reading and preparing assignments and tests for each course. Participants who successfully complete six of the topics required of the Advanced Paralegal Course will earn up to 27 CEU's and will receive a certificate of completion from the college or university with which they have registered.

We offer online sessions six times each calendar year. You may start any of our online courses on ANY of the online session dates listed below. Students are required to complete six Advanced Paralegal Course topics to receive a certificate. Each topic is offered in a seven-week online session. Students must successfully complete the Core Requirements before they take the Advanced Paralegal Course. Up to three Advanced Paralegal Course topics may be taken during a seven-week online session and Advanced Paralegal Course topics do not have to be taken in any particular order. They are as follows, along with book prices:

- Advanced Legal Research. Textbook and Westlaw, \$115
- Alternative Dispute Resolution (Mediation): Textbook \$40
- Bankruptcy Law: Textbook \$0
- Business Law: Textbook \$0
- Constitutional Law: Textbook \$40
- Criminal Law: Textbook \$40
- Criminal Procedure: Textbook \$40
- Education Law: Textbook \$40
- Estate Planning: Textbook \$40
- Family Law: Textbook \$40
- Immigration Law: Textbook \$67
- Intellectual Property: Textbook \$138
- REAL Property Law: Textbook \$40
- Victim Advocacy: Textbook \$0
- Water Law: Textbook \$40

Non-credit tuition: \$1650 plus textbook costs listed above.

Legal Investigation Certificate Course (Online) • 7 weeks

CWD 702

CRN 15290	SEC 64	Jan 9-Feb 24			
CRN 15291	SEC 65	March 5-April 20			
CRN 15423	SEC 66	April 30-June 15			

This exciting course is designed to teach legal investigation to those interested in pursuing a new career and those presently working in the legal field. At the end of the course, students will be qualified to assist attorneys, paralegals, insurance companies and private businesses, as well as state and federal government agencies, in the process of civil and criminal investigation. Students will also be taught how to create a freelance investigation business. Included subject areas are: arson investigation, products liability investigation, personal injury and traffic accident forensics, employment accidents, investigation of financial and equity matters, professional malpractice and negligence, skip-tracing, and the role of a legal investigator in preparing for civil and criminal litigation.

Lesson 1: Introduction to our legal system, legal and ethical considerations for the investigator, law of agency and coverage of rules of court and evidence.

Lesson 2: General interviewing and investigation techniques, sources of leads and information, fact analysis, taking witness statements, forensic photography, proper service of legal process, and surveillance.

Lesson 3: Personal injury investigation techniques, traffic accident reconstruction, premises accidents, employment accidents, government investigation, document analysis and control, financial and equity analysis, testimony, and case studies. Job search strategies and placement possibilities will also be discussed.

Non-credit tuition: \$575 plus \$20 for book

Alternative Dispute Resolution Certificate Course (Online) • 7 Weeks • CWD 703

CRN 15292 SEC 64 Jan 9-Feb 24

CRN 15293 SEC 65 March 5-April 20

CRN 15424 SEC 66 April 30-June 15

This intensive course is designed to train and qualify students to develop or participate in conflict mediation processes. Participants will review the growth and application of settlement options in the United States. The course focuses on both traditional and non-traditional dispute resolution options. Alternative Dispute Resolution (Mediation) is geared for all professionals who are focused on "interest-based bargaining." This course takes the mystery out of settlement processes and focuses on reaching reasonable solutions. Successful graduates of this non-credit course will be awarded a Certificate of Completion.

Topics include: Why Conflicts Escalate, Why Mediation Works, The Mediation Process, The Role of the Mediator, Coming to an Agreement, Problems Encountered in Mediation, Developing ADR Programs for Government, Business and Personal Disputes, and Divorce Settlement Mediation.

Lesson 1: Introduction, History and Origin of ADR-Mediation.

Lesson 2: Techniques for ADR: The Mediation Process & Role of the Mediator.

Lesson 3: Business Disputes, Settlement Issues in the Business Sector, Employment Disputes and Employer/Employee Relationships. Job search strategies, and placement possibilities will also be discussed.

Participants will be expected to complete reading and homework assignments and will choose or be assigned project reports that deal with ADR topics. Independent project development is encouraged. Final projects will be presented for grading to The Center for Legal Studies as a prerequisite of course completion.

Non-credit tuition: \$575 plus \$40 for the textbook

Victim Advocacy Certificate Course (Online) • 7 Weeks • CWD 707

CRN 15306 SEC 64 Jan 9-Feb 24

CRN 15307 SEC 65 March 5-April 20

CRN 15425 SEC 66 April 30-June 15

Participants will be prepared to work in victim advocacy arenas, such as domestic violence shelters, crisis centers, crisis hotlines, and with state and county governments to assist crime victims in progressing through the criminal justice system and toward successful recovery. Course topics include legal terminology, legal process, legislation regarding victims' rights, jurisdiction and venue, ethics, effects of victimization on the victim, victim advocate skills, guardianships and crisis intervention. It also covers counseling skills for victims of assault, battery, robbery, domestic violence, sexual assault, child abuse, murder and homicide.

Lesson 1: This first section focuses on legal terminology and the legal process, theories of victimization, effects of crime on victims and guidelines for responding to victims of crime and trauma. Crime victim statutes will also be discussed.

Lesson 2: This section covers crisis theories and the role of the crisis interventionist. Students will learn how to respond to crisis situations, understand the actual nature of the crisis, assess the victim's situation, and implement effective listening skills to determine the best support system for the victim.

Lesson 3: During this section, students will learn the facts and myths regarding domestic violence, crimes against children, sexual assault, and related crimes. Discussions will include restraining orders, basic police procedures, guidelines for assisting those dealing with the death of a loved one, and the role of the victim advocate. Job search strategies and placement possibilities will also be discussed. A high school diploma or GED is a prerequisite, but students will be expected to complete a significant amount of homework and pass two exams.

Non-credit tuition: \$575

Project Management



Project Management Fundamentals and Certification Preparation

CWD181 • 13 sessions

CRN 15103 SEC 67 Feb 28 - May 29 T 6:00-9:00 p.m.

The course is designed to help develop and practice critical project management skills. The new skills learned can be used immediately allowing students to experience more success as a project manager in your day-to-day job responsibilities. This course also prepares you to take the PMP® and CAPM® certification—the most widely known, professionally recognized project management certifications in the eyes of hiring managers and peers.

Non-credit tuition: \$1,349 (includes books)

Microsoft Project Essentials • CWD629 • 4 sessions

CRN 15108 SEC 67 Mar 8 - 29 Th 5:00-9:00 p.m.

This course teaches students how to create, update, and report progress of project schedules using best practices for schedule development and Microsoft Project 2007 or 2010. Mastering the Microsoft Project scheduling engine is the key to enjoying your work with the software. This course shows you how to drive the tool through each stage of the project management life cycle and offers multiple best practices for using the software while defining, planning, executing, and closing a project. Although framed around PMI's (Project Management Institute) project lifecycle, the course content is methodology-agnostic and focuses on hands-on learning methods. In addition, students will acquire all of the knowledge and preparation necessary to pass the Microsoft MS Project Certification Exam 70-632 upon completion of this course (MS Project 2007 class only). PMP® certification holders are eligible to claim 16 PDUs for attending this course. Call Robert at (413) 552-2086 for start dates.

Non-credit tuition: \$599 (includes books)

Microsoft Project Advanced • CWD630 • 2 sessions

CRN 15109 SEC 67 April 12 - 19 5:00 p.m. - 9:00 p.m.

Designed for the advanced user or serious novice, this course teaches techniques for using Microsoft Office Project 2007 pertinent to managing complex projects in mature project management environments. In this course, the special emphasis is on "explaining the mysteries" that often arise with the software, and adding depth and mastery to your software skills. PMI Certification holders will be eligible for 8 PDUs after attending this course. Call Robert at (413) 552-2086 for start dates.

Non-credit tuition: \$299 (includes books)

Real Estate



Real Estate Principles & Practices: Preparation for the MA Salesperson License Exam (40 hrs) • REAL 001 • 13 sessions

CRN 15040 SEC 51 Feb 08-Mar 28 WTh 6:00-9:00 p.m.

Prepare for licensing as a real estate salesperson. Gain a broad knowledge of and familiarity with real estate principles and practices. Completion of the course qualifies you to take the Massachusetts licensing examination. Attendance at all classes required by the Commonwealth is mandatory. Topics include: property, property rights, ownership, condos, co-ops, time sharing leases, contracts/deeds, financing, mortgages, brokerage, appraisal, fair housing, consumer protection, and Massachusetts license law. Lead instructor Anthony Thomas, licensed broker. Bring a calculator. Textbook is available at the HCC Bookstore.

Non-credit tuition: \$379 *(no class Mar 14, Mar 15)

Preparation for the MA Real Estate Brokers License Exam (40 hrs) • REAL 002 • 5 sessions

CRN 15041 SEC 51 Feb 4-Mar 10 S 8:00 a.m.-4:00 p.m.

Applicants for a broker license must be a currently licensed salesperson, actively associated with a real estate broker for at least one year, must complete 30 hours of classroom training and pass the state examination. All individuals taking the broker's course must file a \$5,000 bond with the MA Board of Registration of Real Estate Brokers and Salespersons prior to issuance of license. A five-year bond costs \$50.00. Course follows Massachusetts curriculum. Instructor and Licensed Broker Anthony Thomas has 29 years in the local real estate industry. Textbook is available at the HCC Bookstore.

Non-credit tuition: \$399 *(no class Feb 18)

TESTING & TEST PREPARATION

LSAT Standardized Test Preparation Course (Online) • 7 weeks

CWD 705

CRN 15296 SEC 64 Jan 9-Feb 24

CRN 15298 SEC 65 March 5-April 20

CRN 15426 SEC 66 April 30-June 15

Applying to law school means taking the Law School Admissions Test (LSAT). We have been preparing future law students for the LSAT since 1980. This course provides an overview of law school entrance procedures, a career in law, and law school survival techniques. It includes an intensive review of reading comprehension and logical reasoning questions, including techniques for quick elimination of incorrect answers, explanations and interpretations of correct answers, and approaches for selecting the correct answers. You will also learn proven test taking techniques and participate in an intensive review of analytical reasoning questions, including techniques for drafting the most helpful types of diagrams and explanations for and interpretations of correct answer choices. You will also learn the outline format that law school admissions counselors favor for the writing sample.

This course will prepare you to perform well on all three question types on the LSAT: reading comprehension, logical reasoning, and analytical reasoning. Plus you will gain valuable insight into preparing an impressive writing sample. You will practice on actual LSAT exams from previous years and learn test-taking techniques developed by The Center for Legal Studies and taught to thousands of pre-law students around the world.

Non-credit tuition: \$250 plus 10 More Actual, Official LSAT Prep Tests available from Isac.org and other bookstores. Call Maria at (413) 552-2122 for more information.

GMAT Standardized Test Preparation Course (Online) • 7 weeks

CWD 704

CRN 15294 SEC 64 Jan 9-Feb 24

CRN 15295 SEC 65 March 5-April 20

CRN 15427 SEC 66 April 30-June 15

Most MBA programs across the country and internationally require a Graduate Management Admission Test score for program admission. Our GMAT Preparation Course is a must! We have been preparing students around the world for graduate school since 1980, and this unique online format combines the convenience of independent study with the camaraderie of a classroom environment.

The GMAT is given in two different sections -- verbal and quantitative. Our online course is divided into two separate courses, one to prepare you for the verbal sections of the GMAT and one to prepare you for the quantitative sections. The quantitative section of the course features a math review and techniques for tackling the problem solving and data sufficiency questions that make up the math section of the GMAT.

The verbal section of the course covers all question types on the verbal sections of the GMAT. We will explain how to do your best on reading comprehension, sentence corrections, critical reasoning questions, and the analytical writing assessment.

You will practice on actual GMAT tests from previous years, and specific time saving techniques will be covered for the computer administrations of the test.

Non-credit tuition: \$250 plus \$18 for textbook. Call Maria at (413) 552-2122 for more information.

GRE Standardized Test Preparation Course (Online) • 7 weeks

CWD 706

CRN 15299 SEC 64 Jan 9-Feb 24

CRN 15300 SEC 65 March 5-April 20

CRN 15428 SEC 66 April 30-June 15

Applying to graduate school likely means taking the GRE revised General Test. Our preparation course is a must to ensure that you do your best! We've been preparing students around the world for graduate school since 1980, and this online format combines the convenience of independent study with the camaraderie of a classroom environment.

The GRE revised General Test has three separate sections - analytical writing, verbal, and quantitative. Our online course is divided into two separate courses, one to prepare you for the analytical writing and verbal sections and one to prepare you for the quantitative section.

- The quantitative course features a math review and techniques for tackling the discrete quantitative and data interpretation questions that make up the math section of the GRE.

- In the course that covers the analytical writing and verbal sections of the GRE, we show you how to do your best on the three types of questions in the verbal section -- reading, text completion, and sentence equivalence - and the two essay tasks in the analytical writing section.

You'll practice on actual GRE questions from previous years and learn specific time-saving techniques for the computer-based test.

Call Maria at (413) 552-2122 for more information.

Non-credit tuition: \$250

Accuplacer (College Placement Test) Preparation Course

CWD 716

CRN 15327 SEC 64

All too often, new community college applicants do not understand the importance of their Accuplacer assessment score results as they relate to their future at the college. All new students coming into the college who declare a major must take the Accuplacer. Their scores are used to determine the level of courses for which the students are prepared. Lower scores may mean that students must take "developmental" level courses which do not carry transfer credit and which do not lead to their certificate or degree. This will cause a delay in completion of a certificate/degree and, for financial aid students, will be using your financial aid funding for courses that could possibly be avoided so the funds could cover your entire certificate or degree.

This course will utilize the nationally-recognized Plato Learning System to help individuals improve their scores so they can be ready to score their best on the Accuplacer. Plato is a computer-based learning system that is aligned to the Accuplacer exam. Participants will be assessed for their current levels in the areas tested by the Accuplacer, and an individual learning plan will be developed so they can concentrate on exactly the areas they need to improve. Assistance will be available by our lab assistant to provide individual and small group tutoring as necessary to help participants over any areas of difficulty.

Hours: Up to 90 hours with a daytime Monday-Friday schedule customized to meet each participant's needs.

Location: Picknelly Adult and Family Education Center, 206 Maple Street, downtown Holyoke, First Floor. Call HCC at (413) 552-6187 for information.

Non-credit tuition: \$75 (this non-credit offering is not covered by financial aid)

GED Preparation Course (On-Line)

CWD 698

CRN 15282 SEC 64

This course will utilize the nationally-recognized Plato Learning System to help individuals improve their scores so they can be ready to pass the GED. Plato is a computer-based learning system that is aligned to the GED exam. Participants will be assessed for their current levels in the areas tested by the GED, and an individual learning plan will be developed so they can concentrate on exactly the areas they need to improve. Assistance will be available by our lab assistant to provide individual and small group tutoring as necessary to help participants over any areas of difficulty.

Hours: Up to 90 hours with a daytime Monday-Friday schedule customized to meet each participant's needs.

Location: Picknelly Adult and Family Education Center, 206 Maple Street, downtown Holyoke, First Floor. Call HCC at (413) 552-6187 for information.

Non-credit tuition: \$249

Preparation for the SAT (Online) • CWD 738

CRN 15421 SEC 64

This course will utilize the nationally-recognized Plato Learning System to help individuals improve their scores so they can achieve their highest possible scores on the SAT. Plato is a computer-based learning system that is aligned to the SAT exam. Participants will be assessed for their current levels in the areas tested by the SAT, and an individual learning plan will be developed so they can concentrate on exactly the areas they need to improve. Assistance will be available by our lab assistant to provide individual and small group tutoring as necessary to help participants over any areas of difficulty.

Hours: Up to 90 hours with a daytime Monday-Friday schedule customized to meet each participant's needs.

Location: Picknelly Adult and Family Education Center, 206 Maple Street, downtown Holyoke, First Floor. Call HCC at (413) 552-6187 for information.

Non-credit tuition: \$249

Instructor Lead GED Preparation Course

TEST 001 • 24 sessions

CRN 15046 SEC 51 Jan 23-Apr 25 MW
6:00-8:30 p.m. (Holyoke)

CRN 15088 SEC 52 Jan 24-Apr 26 TTh
9:00-11:30 a.m. (Ludlow)

Beginning with diagnostic testing, program reviews all areas covered by the 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. Instructor: Mark Styspeck (SEC 51), Jill Bigos (SEC 52).

Non-credit tuition: \$249 *(no class Feb 20, Mar 12, Mar 14, Apr 16)

Preparation for the SAT • TEST 002

8 sessions

CRN 15047 SEC 51 Mar 26-Apr 23 MW
6:00 p.m.-8:00 p.m.

Proper preparation for the SAT can significantly raise your score. Improve your confidence and skill levels. We'll cover diagnostic SAT tests, general test-taking strategies, proven strategies for both the verbal and math sections, practice tests in analogies, sentence completion and critical reading; practice tests in math problem solving and quantitative comparisons. Includes the new short readings and essay questions. Instruction provided by College Counseling Services & Tutoring Center of East Longmeadow.

Non-credit tuition: \$179 *(no class Apr 16)

Are You Ready To Pass The GED Test?

TEST 003 • 3 sessions

CRN 15048 SEC 51 Jan 23-30 MW
6:00 p.m.-8:15 p.m.

Think you're ready for the GED but want to be sure before you register and pay for the test? Find out by taking the Official GED Practice Test. After testing, you will know whether you are ready to pass the test or need further preparation. Instructor: Mark Styspeck.

Non-credit tuition: \$39

Engaging Employees in Today's Economy • BUSN 021-51

CRN 15438 SEC 51 Apr 24 T 8:00-10:00a.m.

Motivating employees and doing business in today's world is becoming more and more complex. With record unemployment, home foreclosures, sky rocketing costs of living and doing business, increases in overall fearfulness and private challenges in our employee's lives spilling over into the work place, employers and employees are both stretched economically, physically and emotionally. So how do you keep employees' morale high, focused and engaged during these turbulent, difficult times? Join us on April 24th where we will discuss practical solutions and exchange valuable information that will help you create an engaged and productive workforce to reinvigorate your organization. Workshop leader Sue Miller has over seventeen years of hands-on management experience with The John Deere Company plus over 20 years assisting small and medium size organizations in culture change, continuous improvement and team building with the Employers Association of the Northeast.

Meets: April 24th, 8:00-10:00am at the Holyoke Transportation Center, 206 Maple Street, Holyoke.

Non-credit tuition: \$69. Limited enrollment.

Lean Productivity: Improve your Organization's Efficiency...NOW • BUSN 022

CRN 15439 SEC 51 May 29 T 8:00-10:00am

Whether you are working for a profit or non-profit organization, micro, small, medium or large, mature or recently established, eliminate wasted time, energy, money, resources, and more from your operation quickly and easily. Learn from Steve Niederfringer, a business professional with more than 30 years' experience as a manager and vice president for two Fortune 500 firms the essentials of his "Quick Lean" program. Join us and learn the Key Elements of Lean Productivity and bring back to your organization a step-by-step plan for implementation. Also includes discussion of workshop participant's real situations. Consultant Steven Niederfringer has held senior management positions at Stanley Works, EASCO Corp. R.E. Phelon, Savage Arms, and Kennedy Die Castings, Inc.

Meets: May 22nd, 8:00-10:00am at the Holyoke Transportation Center, 206 Maple Street, Holyoke.

Non-credit tuition: \$69. Limited enrollment.



PROFESSIONAL DEVELOPMENT

PAFEC PROGRAMMING

Founded by Holyoke Community College and its partners in the Juntos Collaborative, the Picknelly Adult and Family Education Center provides easy access to education and career preparation in the heart of downtown Holyoke as well as meeting space and video conferencing facilities for area businesses and non-profits.

For more information on the PAFEC programs, call HCC at (413) 552-2500.

Basic Essential Skills Training (BEST) for the Workplace

CWD 697

CRN 15281 SEC 64

This approximately 240-hour customized program provides all of the basics that employers are expecting of today's workforce. Included in this program are:

- Nationally-recognized ACT WorkKeys assessments in Reading for Information, Applied Mathematics, and Locating Information (assessments that many states have adopted in their statewide workforce system)
- Issuance of a multi-level Career Readiness Certificate (CRC) that will be recognized by employers in the region, and will document the skills of the participant so employers can judge participants' appropriateness for positions within their companies. HCC has launched a region-wide CRC initiative in Hampden and Franklin-Hampshire counties in order to inform our region's employers about the CRC and the BEST Program and how to use the CRC and occupational data base in their employee selection process for new hires. Job seekers who possess a CRC and BEST Certificate of Successful Completion should have an advantage in their job search because they can document to employers the skills they possess in the three assessment areas.
- Computer training
- Workplace Topic Workshops covering the major topics that employers require on the job
- Access to Worldwide Interactive Network (WIN) to increase skill levels so participants can earn a higher level CRC.

Hours: Assessments by appointment; up to 180 hours of use of WIN software customized to meet each participant's needs; workshops scheduled for daytime hours (2 hours per session); computer training scheduled for two half-days daytime (scheduled to be announced at the beginning of the program).

Location: Picknelly Adult and Family Education Center, 206 Maple Street, downtown Holyoke, First Floor. Call HCC at (413) 552-2086 for information.

Non-credit tuition: \$1395. WIA vouchers and other types of 3rd-party payments are accepted.

Online GED Preparation Course • CWD 698

CRN 15282 SEC 64

This course will utilize the nationally-recognized Plato Learning System to help individuals improve their scores so they can be ready to pass the GED. Plato is a computer-based learning system that is aligned to the GED exam. Participants will be assessed for their current levels in the areas tested by the GED, and an individual learning plan will be developed so they can concentrate on exactly the areas they need to improve. Assistance will be available by our lab assistant to provide individual and small group tutoring as necessary to help participants over any areas of difficulty.

Hours: Up to 90 hours with a daytime Monday-Friday schedule customized to meet each participant's needs.

Location: Picknelly Adult and Family Education Center, 206 Maple Street, downtown Holyoke, First Floor. Call HCC at (413) 552-2112 for information.

Non-credit tuition: \$249

High School Credit Recovery Program/Home School Courses for Grades 7-12 • CWD 699

CRN 15283 SEC 64

Credit Recovery: These courses utilize the nationally-recognized Plato Learning System to help individuals qualify with their high school for missing courses that they need to obtain their high school diploma. This program is ideal for students who are missing one or two high school courses and who have passed the MCAS assessment. Students would need to talk with their high school staff about accepting courses through Plato in place of their needed high school courses. HCC staff will talk with the high school staff about which Plato courses they would accept. Plato is a computer-based learning system that has a wide variety of math, English, social science, physical science, and history courses that high schools have accepted in lieu of high school courses for students who are lacking one or two courses for graduation. • HOME Schoolers: These grade 7-12 courses are an ideal alternative for home schooled students who are in need of instruction that meets their approved education plan.

Plato offers a combination of pre-tests, learning, and mastery tests to help students learn the course topic, and to document their learning as evidence for the school districts. Assistance will be available by our lab assistant to provide individual and small group tutoring as necessary to help participants over any areas of difficulty.

Hours: Up to 90 hours per course with a daytime Monday-Friday schedule customized to meet each participant's needs.

Location: Picknelly Adult and Family Education Center, 206 Maple Street, downtown Holyoke, First Floor. Call HCC at (413) 552-2112 for information on course availability.

Non-credit tuition: \$300 per course

ACT WorkKeys Career Readiness Credential/Certification

CWD 700

CRN 15284 SEC 64 PAFEC

CRN 15309 SEC 65 Main Campus

The ACT WorkKeys CRC is a nationally-recognized credential that documents an individual's current skill levels in Reading for Information, Applied Mathematics, and Locating Information. These are the same assessments that many states have adopted in their statewide workforce system. Included with the CRC certificate is a description of the actual skill sets that the CRC recipient possesses, which are relative to the unique specific skill sets required of over 2000 occupations in our data base. HCC will be launching a region-wide CRC initiative in Hampden and Franklin-Hampshire counties this summer in order to inform our region's employers about the CRC and how to use the CRC and occupational data base in their employee selection process for new hires. Job seekers who possess a CRC should have an advantage in their job search because they can document to employers the skills they possess in the three assessment areas.

Location: Picknelly Adult and Family Education Center (PAFEC), 206 Maple Street, downtown Holyoke, First Floor, OR at the HCC Main Campus.

Non-credit tuition: Free to current Jobseekers, and \$65 for all others. Includes the three assessments and CRC document. HCC will provide free CRCs to up to 1000 Jobseekers up to June 30, 2012. Call HCC at (413) 552-2112 for information.

Accuplacer (College Placement Test) Preparation Course

CWD 716

CRN 15327 SEC 64

All too often, new community college applicants do not understand the importance of their Accuplacer assessment score results as they relate to their future at the college. All new students coming into the college who declare a major must take the Accuplacer. Their scores are used to determine the level of courses for which the students are prepared. Lower scores may mean that students must take "developmental" level courses which do not carry transfer credit and which do not lead to their certificate or degree. This will cause a delay in completion of a certificate/degree and, for financial aid students, will be using your financial aid funding for courses that could possibly be avoided so the funds could cover your entire certificate or degree.

This course will utilize the nationally-recognized Plato Learning System to help individuals improve their scores so they can be ready to score their best on the Accuplacer. Plato is a computer-based learning system that is aligned to the Accuplacer exam. Participants will be assessed for their current levels in the areas tested by the Accuplacer, and an individual learning plan will be developed so they can concentrate on exactly the areas they need to improve. Assistance will be available by our lab assistant to provide individual and small group tutoring as necessary to help participants over any areas of difficulty.

Hours: Up to 90 hours with a daytime Monday-Friday schedule customized to meet each participant's needs.

Location: Picknelly Adult and Family Education Center, 206 Maple Street, downtown Holyoke, First Floor. Call HCC at (413) 552-2112 for information.

Non-credit tuition: \$75 (this non-credit offering is not covered by financial aid)

Windows® and Microsoft® Office® 2010 Survival Skills

TECH 020 • 1 session

CRN 15254	SEC 51	Feb 1	W	9:00 a.m.-12:00 p.m.
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An introduction to Windows® and Microsoft® Office®. Explore the purpose, the basic user interface and the user tools of Microsoft® Windows®. Become familiar with the Microsoft® Office® suite and 'the ribbon'. Instructor Jeff Lander.

Non-credit tuition: \$39

Microsoft® Word® 2010 Survival Skills • TECH 021 • 1 session

CRN 15255	SEC 51	Feb 8	W	9:00 a.m.-12:00 p.m.
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Learn the basic skills required to effectively utilize and create text documents in Microsoft® Word®. Explore the user interface, document views, available graphics objects, development tools and available formatting options. Instructor Jeff Lander.

Non-credit tuition: \$39

Microsoft® Excel® 2010 Survival Skills • TECH 022 • 1 session

CRN 15256	SEC 51	Feb 15	W	9:00 a.m.-12:00 p.m.
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Learn the basic skills required to utilize and create spreadsheets in Microsoft® Excel®. You will explore and understand the spreadsheet user interface, learn how to perform mathematical calculations and format your work for visual presentation. The use of available templates for rapid development will be covered. Instructor Jeff Lander.

Non-credit tuition: \$39

Outlook® 2010 Survival Skills • TECH 023

CRN 15380	SEC 51	Feb 22	W	9:00 a.m.-12:00 p.m.
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More than just an email client, learn how to set up and utilize Microsoft® Outlook® to manage your workflow. Explore the basic skills required to organize your e-mail, calendar, task lists and contacts. Instructor Jeff Lander.

Non-credit tuition: \$39

Microsoft® Publisher® 2010 Survival Skills • TECH 024 • 1 session

CRN 15258	SEC 51	Feb 29	W	9:00 a.m.-12:00 p.m.
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Understand the user environment of Microsoft® Publisher®. Discover how you can create business cards, flyers, brochures, print ads and more. Take advantage of built in templates to jump start your work. Instructor Jeff Lander.

Non-credit tuition: \$39

Creating Presentations with Microsoft® PowerPoint® 2010

TECH 025 • 1 session

CRN 15259	SEC 51	Mar 7	W	9:00 a.m.-12:00 p.m.
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Slide presentations convey and enhance your message. They can stand-alone, function as for support for public speaking, or animate your web site. Learn the essential skills necessary to develop and utilize an effective slide show. Instructor Jeff Lander.

Non-credit tuition: \$39

Introduction to the Computer and How It Can Change Your Life

TECH 026 • 1 session

CRN 15260	SEC 51	Feb 01	W	1:30 p.m.-3:00 p.m.
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CRN 15301	SEC 52	Feb 13	M	1:00 p.m.-2:30 p.m. (Spanish)
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Designed for absolute beginners. An introduction to your (IBM compatible) computer, the internet and the basic concepts and skills required to use them. Instructor Jeff Lander (sec 51) & Victor Rojas (Sec 52) Normally \$39,

Non-credit tuition: \$0

Personal Uses of the Internet • TECH 027 • 1 session

CRN 15261	SEC 51	Feb 08	W	1:30 p.m.-3:00 p.m.
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CRN 15302	SEC 52	Feb 27	M	1:00 p.m.-2:30 p.m. (Spanish)
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The Internet is a rapidly evolving communication network. Explore its many personal uses, including online video networks HuLu® and YouTube®, previewing movie trailers, viewing music videos, social networking (Facebook®), news, weather, On-line shopping and more. Instructor Jeff Lander (sec 51) & Victor Rojas (Sec 52) Normally \$39,

Non-credit tuition: \$0

Professional Uses of the Internet • TECH 028 • 1 session

CRN 15262	SEC 51	Feb 15	W	1:30 p.m.-3:00 p.m.
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CRN 15303	SEC 52	Mar 05	M	1:00 p.m.-2:30 p.m. (Spanish)
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The Internet is a rapidly evolving communication network. Explore its many business and professional uses, including professional networking (LinkedIn®), business news, finding directions, doing online research, selling on-line with E-Bay® and more. Instructor Jeff Lander (sec 51) & Victor Rojas (Sec 52) Normally \$39,

Non-credit tuition: \$0

Microsoft® Office® Essentials Part I • TECH 029 • 1 session

CRN 15263	SEC 51	Feb 22	W	1:30 p.m.-3:00 p.m.
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CRN 15304	SEC 52	Mar 26	M	1:00 p.m.-2:30 p.m. (Spanish)
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Learn the essentials for creating, opening, editing and saving basic Microsoft® Office® documents. The class will cover Microsoft® Word® (text), Excel® (spreadsheets). Instructor Jeff Lander (sec 51) & Victor Rojas (Sec 52) Normally \$39,

Non-credit tuition: \$0

Microsoft® Office® Essentials Part 2 • TECH 030 • 1 session

CRN 15264	SEC 51	Feb 29	W	1:30 p.m.-3:00 p.m.
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CRN 15305	SEC 52	Apr 09	M	1:00 p.m.-2:30 p.m. (Spanish)
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Learn the essentials of utilizing Microsoft® Office® to promote your business. The class will cover the use of Microsoft® Paint® (Images) and Publisher® (publications) to create flyers, brochures and print ads. Instructor Jeff Lander (sec 51) & Victor Rojas (Sec 52) Normally \$39,

Non-credit tuition: \$0

Instructor Lead Preparation for the GED • TEST 001 • 24 sessions

CRN 15046	SEC 51	Jan 23-Apr 25	MW	6:00-8:30 p.m. (Holyoke)
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CRN 15088	SEC 52	Jan 24-Apr 26	TTh	9:00-11:30 a.m. (Ludlow)
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Beginning with diagnostic testing, program reviews all areas covered by the 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. Instructor: Mark Styspeck (SEC 51), Jill Bigos (SEC 52).

Non-credit tuition: \$249 *(no class Feb 20, Mar 12, Mar 14, Apr 16)

NON-CREDIT COURSE REGISTRATION INFORMATION

Many courses fill fast. We suggest you register at least two weeks before class start date, or by registration deadline if noted. If space is still available in a class, HCC can accept registration for most classes up to the business day before a class starts.

To register for non-credit courses complete the non-credit enrollment form on back page. Then, use the Walk-in, Mail-in, Fax-in, or Phone-in options listed below. **Non-credit courses must be paid in full upon registration.**

**Non-credit course registration located in Kittredge Center
2nd floor customer service lobby.**

WAYS TO REGISTER

Walk-in

Bring the completed non-credit registration form to the Kittredge Center Customer Service Lobby, Monday-Thursday 8:30 a.m.-6:30 p.m. or Friday 8:30 a.m.-4:30 p.m.. Park in "E" lot.

The college is located at 303 Homestead Avenue, Holyoke, readily accessible from neighboring communities via Interstate 91 (Exit 16), U.S. Routes 5 and 202, and the Massachusetts Turnpike.

Mail-in

Mail the completed non-credit registration form to:

HCC Non-credit Registration-Kittredge Center
Holyoke Community College
303 Homestead Avenue
Holyoke, MA 01040

Pay via check, money order, or credit card (VISA, MasterCard, or Discover). Do not mail cash.

Fax-in (24 hours a day)

(413) 552-2745

FAX your non-credit registration form with complete credit card information (VISA, MasterCard, or Discover). Do not fax third party billing.

Phone-in (24 hours a day)

(413) 538-5815

Register by telephone by using MasterCard, VISA, or Discover. Please have ready the CRN course number, section number, day and time. Allow two-three business days for processing, as this is an independent answering service.

Online Registration available: www.hcc.edu/bcs

Financial Information

Payment Information

Payment must be made by money order, credit card, or check.

Non-credit Courses

Non-credit tuition as noted

Full payment for all non-credit courses must be made at time of enrollment.

Cash, personal check, Visa, MasterCard, or Discover may be used for payment. There are no deferred payments. A \$20.00 fee will be charged to students for returned checks. All returned checks not made good will be referred to a collection agent.

Refund Policy for Non-credit Courses

Non-credit courses (with six or more meetings)

Withdrawal at least 5 days before the first class meeting, 100% of all fees, less \$30. Less than 5 days before the first class meeting but before the third class meeting 50% of the course cost. No refund will be granted after the start of the third class meeting.

Non-credit courses (with five or fewer meetings)

Refunds are available only if the student withdraws by the Friday before the first class meeting, less 25% of course cost, but not to exceed \$25.

Course Cancellation

Low enrollments can necessitate course cancellations. HCC will attempt to notify students whose class has been cancelled and help them choose another course or obtain a refund. **Completing your course registrations as early as possible helps the college avoid cancelling classes.**

If the college cancels a course, 100% of all course costs are refunded.

Benefits, Tuition Waivers, and Third Party Billing

State Employee Tuition Waivers

Present waivers at the time of registration. Waivers are not accepted by telephone, Fax, or mail.

For non-credit courses, full-time state employees, their spouses and dependent children up to age 25 are eligible for tuition remission of 50% of tuition only for any non-credit course(s) or program(s). **Tuition waivers will be honored so long as the minimum number of full-tuition-paying students per class has been met.**

Third Party Billing (Company-Agency Payments)

Third party registrations should be submitted in person. HCC requires an original letter from the company or agency on official letterhead, including student name, social security number, course(s), and amount being paid. Please do not Fax third party billings.



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and throughout the spring

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Picknelly Adult and Family Education Center at the Holyoke Multimodal Transportation Center

A public/private partnership

- Wheelchair accessible
- WiFi available in the building
- PVRTA buses throughout the day
- Parking on street and in garage
- Mountain Joe Café on first floor

Transportation, childcare, Adult Basic Education (ABE), English for Speakers of Other Languages (ESOL), free and low cost technology training in the Gill Technology Center, and more!

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Develop new skills, expand your opportunities, and
have fun...choose from more than 100 courses!



Please register at least two weeks
prior to the course start date!

**Questions? Call
(413) 552-2500**