FALL 2019

Pharmacy Technician training,
413.552.2500

CLASSES BEGIN IN SEPTEMBER. REGISTER NOW AT HCC.EDU/BCE
Questions about courses in this bulletin? Contact Business and Community Education: 413.552.2500

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Holyoke Campus Map / Parking

Parking: All credit and non-credit students are required to register their vehicles with the Campus Police Department. Parking stickers are included with your course(s) purchase and do not expire. A valid vehicle registration and student identification must be provided.

BUILDINGS

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Main Campus

Kittredge Center for Business and Workforce Development
303 Homestead Avenue
Holyoke, MA 01040
413.552.2500
www.hcc.edu

Additional Locations

E2E: Quaboag Region Workforce and Training Center
79 Main St. Ware, MA 01082
Kermit Dunkelberg, kdunkelberg@hcc.edu, 413.552.2506

HCC MGM Culinary Arts Institute
164 Race Street
Holyoke, MA 01040
413.552.2838
hcc.edu/culinary

Ludlow Area Adult Learning Center (LAALC)
54 Winsor St., Ludlow, MA 01056
413.583.0320
hcc.edu/ludlowcenter

Picknelly Adult and Family Education Center (PAFEC)
206 Maple St., Holyoke, MA 01040
413.552.2990
Now serving...
The HCC MGM Culinary Arts Institute

All levels of culinary and hospitality education and training all in one location

Associate Degrees and Credit Certificate Programs

**Hospitality Management** Contact Warren Leigh, 413.552.2298, wleigh@hcc.edu

**Culinary Arts** Contact Warren Leigh, 413.552.2298, wleigh@hcc.edu

Professional Development Certificates

**Culinary & Hospitality Programs**
- See pages 11-12 ServSafe
- See page 11 TiPS
- See page 11
- Contact Maria Vargas at 413.552.2122, mvargas@hcc.edu

Personal Enrichment

**Gourmet Cooking and Baking Classes**
- See page 18-19.
- Contact Valentyna Semyrog, 413.552.2123, vsemyrog@hcc.edu

All classes to be held at the new HCC MGM Culinary Arts Institute

164 Race Street, Holyoke MA

Questions about courses in this bulletin? Contact Business and Community Education: 413.552.2500
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For all testing, please call Theresa at 413.552.2292
Arts

Beginning Watercolor Painting
ARTS 008 • 7 sessions
CRN 35952 SEC 51  Sep 9 - Oct 28  M  6:15 p.m. - 9:15 p.m.
Watercolor painting with no fear. Embracing the chaos is important when learning watercolor. We will start with very loose paintings and then expand into watercolor sketches. By the end of the session, we’ll tighten your sketches into a finished work. We will cover landscapes, still-life, and human figures. All levels welcome but it will be geared to beginners. Materials are not included but expect to spend approximately $100. Instructor: Melissa Pandina.
No class October 14.
$189

Beginning Digital Photography
ARTS 010 • 4 sessions
CRN 35046 SEC 51  Oct 2 -23  W  6:15 p.m. - 8:45 p.m.
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. Instructor: Dino Diaz
$179

Color Photography
ARTS 011 • 4 sessions
CRN 35047 SEC 51  Oct 30 -Nov 20  W  6:15 p.m. - 8:30 p.m.
Refine your color picture-making skills. Work ‘in synch’ with your digital camera giving 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
$179

Beginning Drawing
ARTS 019 • 7 sessions
CRN 35951 SEC 51  Nov 4 - Dec 23  M  6:15 p.m. - 9:15 p.m.
If you can you draw a stick figure, with practice and instruction you can easily develop into drawing realistically. Starting with primitive drawing, you’ll advance through the stepping stones to drawing realistically, and have fun doing it. Learn and explore shapes and shadow, negative space, rudimentary perspective, line quality and composition. All levels welcome but will be geared to beginners. Materials not included but expect to spend $35- $50. Instructor: Melissa Pandina.
No Class November 11.
$189

En Plein Air Oil Painting
ARTS 057 • 2 sessions
CRN 36077 SEC 51  Sep 7 -14  S  10:00 a.m. - 4:00 p.m.
Capture the beauty of the New England landscape in Oil. You will learn basic oil painting techniques in this 2 day intensive. Learn to capture light and space in an outdoor natural setting. Focus will be placed on composition, atmospheric perspective and paint handling. Canvas, Oil paint and medium will be provided in this class. Students must bring 3- 4 oil brushes (sizes #2- 1/2 Flat – spend no more than $30) This workshop is open to beginning and intermediate painters. Meet in the Kittredge Center Lobby at the first class and bring a lunch. Instructor: Melissa Pandina
$149

Business (General)

Successfully Starting Your Own Business • BUSN 001 • 3 sessions
CRN 35061 SEC 51  Nov 5 -19  T  6:00 p.m. - 9:00 p.m.
Starting a business isn’t for the faint of heart... now learn what it takes. We’ll cover core issues of planning, legal structures, start-up, financing, marketing, advertising and building your venture. You’ll develop a business plan which will give you direction, focus, credibility and demonstrate to lenders that you’ve done your homework. Instructor David Litchfield is the owner of two wildly successful, large businesses.
$79
Getting Paid to Talk
CRER 003 • 1 session
CRN 35077 SEC 51 Oct 10 T 6:30 p.m.-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.
$45

Introduction to Mediation
CRER 042 • 1 session
CRN 35950 SEC 51 Sep 20 F 9:00 a.m.-11:00 a.m.
If you've ever wondered about becoming a mediator or taking mediation training, this introductory session is a great opportunity to try it out. We'll cover approaches to conflict, the power of clear communication and good listening, and practice some simple steps for dealing with conflict. Whether you're interested in handling personal disagreements better or managing professional interactions more effectively, this introductory workshop is a good first step.
$24

Introduction to Group Facilitation
CRER 055 • 1 session
CRN 36064 SEC 51 Oct 11 F 9:00 a.m.-12:00 p.m.
Leading group work, “task forces” or discussions can be a BIG challenge, whether we’re looking for effective ways for group members to share information, surface different points of view productively, solve problems, deal with conflict or develop new plans or ideas. Learn basic skills and approaches that can help the process go much more smoothly, and in this introductory workshop, we’ll explore the group facilitator role, key tasks facilitators fulfill, tips for managing time and supporting more equal participation, plus key principles in agenda design.
$79

For Supervisors/Team Leaders:
Dealing with Resistance and “NO”
CRER 056 • 1 session
CRN 36065 SEC 51 Oct 25 F 9:00 a.m.-12:00 p.m.
Dealing with resistance, negativity and challenging dynamics in the workplace is a necessary part of supervisory and leadership positions, but requires far more time and resources PLUS special skills. And when resistance and negativity are not dealt with well, a culture of “NO!” can damage workplace morale fester additional problems and make it harder to achieve our workplace goals. In this workshop, you'll identify and practice communication skills, boundary setting and collaborative problem-solving approaches that have proven effective in other workplace settings for addressing these challenges.
$79

Center For Workforce Development
ServSafe Prep. & Exam
CWD 026 • 2 sessions
CRN 35089 SEC 64 Sep 23-30 M 5:30 p.m.-9:30 p.m.
CRN 35129 SEC 65 Oct 21-28 M 5:30 p.m.-9:30 p.m.
Obtaining and maintaining your ServSafe Food Handling and Sanitation certification means you have the tools and knowledge you need to ensure your workplace meets industry standards for cleanliness along with proper safety requirements for food handling & preparation. Participants will receive a ServSafe Certificate and license directly from the National Restaurant Association (NRA). Price includes class hours and exam. Textbook (ServSafe Manager Book 6th Ed, English) not included but may be purchased from popular booksellers.
$109
ServSafe Prep. & Exam - Ware
CWD 026 • 3 sessions

CRN 35146 SEC 67 Oct 8-22 T 3:00 p.m.-5:40 p.m.
CRN 35775 SEC 68 Nov 12-26 T 3:00 p.m.-5:40 p.m.

Obtaining and maintaining your ServSafe Food Handling and Sanitation certification means you have the tools and knowledge you need to ensure your workplace meets industry standards for cleanliness along with proper safety requirements for food handling & preparation. Participants will receive a ServSafe Certificate and license directly from the National Restaurant Association (NRA). Price includes class hours and exam. Textbook (ServSafe Manager Book 6th Ed, English) not included but may be purchased from popular booksellers. Classes to be held in Ware at E2E (the Education to Employment Center) on 79 Main Street.

$109

ServSafe Renewal • CWD 815 • 1 session

CRN 35088 SEC 64 Oct 28 M 5:30 p.m.-9:30 p.m.

ServSafe renewal of current certification and course: Participants will receive a ServSafe Certificate and license directly from the NRA. Price includes class hours and exam. Textbook (ServSafe Manager Book 6th Ed, English) not included but may be purchased from popular booksellers. Current ServSafe license must be shown to instructor to register for this course and exam.

$77

Scholarships - Search & Apply!
(Free) • CWD 1001 • 4 sessions

CRN 35079 SEC 64 Sep 10- 19 TTh 5:30 p.m.-7:00 p.m.

Paying for education can be an expensive endeavor, and financial aid and scholarships can be complicated. In this series, we guide students in searching for scholarships they are eligible for, and assist in the application process. We help students organize scholarship requirements, deadlines, and needed documentation. Also included is a session on navigating financial aid.

Land the Job you Want (Free)
CWD 1002 • 4 sessions

CRN 35081 SEC 64 Oct 8- 17 TTh 5:00 p.m.-7:00 p.m.

In this workshop series, the instructor will help you craft a professional resume and cover letter that stands out, and provide guided practice and feedback to improve your interviewing skills. Whether you are just launching your career, or ready for a career change, this series is for you.

Adv Home Health Aide • CWD 1005

CRN 35086 SEC 64 TBA

This advanced course for direct healthcare workers consists of academic and interactive, hands-on coursework. Foundational competency skills will be taught along with Healthcare Professionalism, Common Chronic Diseases, Patient Caregiver Skills in a simulated home-care setting, Emergency communication procedures and two courses that lead to national certification: CPR/AED and Supportive Aide for Alzheimer’s and Dementia. For more information, contact: Sharon Grundel, sgrundel@twoworks.org, 413.552.2316

Project Management Certificate
CWD 181 • 11 sessions

CRN 35098 SEC 64 Oct 1- Dec 14 T 6:00 p.m.-9:15 p.m.
CRN 35099 SEC 65 Oct 1- Dec 10 S 9:00 a.m.-1:15 p.m.

This project management course and exam review along with our experienced PMP as the instructor will focus on relevant, real world project case studies to ensure practical application is attained and can be easily transferred to any project you are managing. Project management expertise means you have requisite knowledge and skill in leading and directing projects and project teams. Whether you are attending this course to learn more about project management, to enhance your current skill base or to sit for the PMP exam, you will gain a thorough understanding of how effective project management occurs which makes you a more marketable asset to employers. Textbooks: Recommended reading for this course is the PMP: Project Management Professional Exam Study Guide by Kim Heldman (7th edition) which is available through most popular book sellers. No class on 11/30

$969

TIPS • CWD 451 • 1 session

CRN 35118 SEC 64 Oct 21-22 MT 5:30 p.m.-8:30 p.m.

Training and Intervention Procedures for Servers of alcohol. Earn an essential certificate for servers of alcoholic beverages. Improves service, reduces insurance costs.

$49
AMA ‑ ABC’s of Management
CWD 501 • 5 sessions
CRN 35103 SEC 64 Sep 18-Oct 16 W 6:00 p.m.‑ 9:15 p.m.
Improve your performance in key areas such as planning, organizing, staffing, directing, and controlling. You’ll learn to analyze your job, examine its functional components, spot your weaknesses, and then take concrete steps to correct them through motivation, delegation, and time management. This course is recommended as a “foundation course” for managers and would-be managers taking the AMA Certificate Program. $325

AMA - ABC’s of Management
CWD 501 • 5 sessions
CRN 35103 SEC 64 Sep 18-Oct 16 W 6:00 p.m.‑ 9:15 p.m.
Improve your performance in key areas such as planning, organizing, staffing, directing, and controlling. You’ll learn to analyze your job, examine its functional components, spot your weaknesses, and then take concrete steps to correct them through motivation, delegation, and time management. This course is recommended as a “foundation course” for managers and would-be managers taking the AMA Certificate Program. $325

AMA - Communication Skills for Managers • CWD 507 • 4 sessions
CRN 35100 SEC 64 Oct 22-Nov 12 T 8:00 a.m.‑ 12:00 p.m.
The ability to communicate clearly is the critical core competency for successful managers at all levels and in all industries. Learn to get the message across clearly, directly, and effectively - written, spoken, in person, or via email. Become a more effective manager by improving your reading, writing, speaking, and listening proficiency. Communicate correctly to avoid misunderstanding and get results. This overview of all facets of business communication offers opportunities to practice and apply new skills. $325

AMA - Managing Multiple Priorities
CWD 509 • 4 sessions
CRN 35101 SEC 64 Oct 23-Nov 20 W 8:00 a.m.‑ 12:00 p.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.

AMA - Essentials of Supervision
CWD 510 • 5 sessions
CRN 35102 SEC 64 Nov 19-Dec 17 T 6:00 p.m.‑ 9:15 p.m.
Effective first-line supervision is critical to the success of every organization. Execution of corporate plans and objectives rests at the supervisory level and depends on the supervisor’s skills and abilities. As a first-time supervisor, your initial objective is to assume the responsibilities of motivating, coaching, and leading your staff. This course guides you in making the move to your new role, helping you identify your abilities and target skills to strengthen. Learn how to develop your own leadership style, understand the important personal qualities of an effective supervisor, build a strong team, and master techniques for getting the work done. This course is recommended as a “foundation course” for supervisors and would-be supervisors taking the AMA Certificate Program. $325

Facebook & LinkedIn
CWD 616 • 1 session
CRN 35104 SEC 64 Sep 28 S 9:00 a.m.‑12:00 p.m.
CRN 35105 SEC 65 Oct 9 W 6:00 p.m.‑ 9:00 p.m.
Through this interactive three hour workshop you will get started building your professional network with Facebook and LinkedIn. You will better understand general usage and best practices while avoiding the most common pitfalls. The workshop will help you define creative strategies for the growth and success of your business with a combination of learned concepts and practical computer training. $79

CISCO I: Introduction to Networks
CWD 814 • 17 sessions
CRN 35092 SEC 64 TBA
Our CISCO certified instructor will work with you to develop your knowledge & skill as well as to prepare you to become a Cisco certified network administrator. Introduction to Networks is the first course in a series of networking prep courses designed to help you pass your certification exam and become a Cisco Certified Network Associate (CCNA).

Preparation for the Real Estate Salesperson’s Licensing Exam
CWD 829 • 5 sessions
CRN 35093 SEC 64 Oct 19-Nov 16 S 8:00 a.m.-4 p.m.
This 40 hour instructional & prep course will help you gain the knowledge you need to successfully pass the licensing exam and start your career in real estate sales. We will review topics including: Property rights & ownership, ownership types: condominiums, cooperatives, time shares, land use - subdivision, contracts & deeds, financing & mortgages, brokerage, appraisal, Fair Housing Laws and consumer protection issues, Massachusetts License Law. Participants must attend all classes in order to meet 40 hours of training required by the state of MA. No class on Nov 22
Books and other materials are purchased separately either in the HCC bookstore or online. We are using the MA Real Estate Principles & Practices book, edition 7.0. $399
Notary Public
CWD 830 • 1 session
CRN 35094  SEC 64  Oct 5  $   9:00 a.m. ‑ 12:00 p.m.
CRN 35095  SEC 65  Sep 30  M  6:00 p.m. ‑ 9:00 p.m.

Whether you are preparing to add “Notary Public” to your resume, you are a notary and need to renew your commission, or you just want a refresher on the process and requirements, this course is designed to help you earn your commission quickly and effectively. You will review the responsibilities, duties, and powers that come with your commission as well as Massachusetts General Laws and regulations covering you as a notary. Learn what is entailed at the swearing in. Gain an understanding of the code of conduct for notaries; review ethical issues and how to avoid them. Learn how to properly offer your services, to prospect for clients, to charge appropriate fees for your service, and to track and report those fees. (Course price includes instructional time only. Additional fees for the notary application, notary supplies, textbook, and/or notary exam are not included in price of this course.) $45

Grant-Funded Programs
As grant funds become available, HCC offers free job skills training for individuals seeking employment and advancement in the culinary and hospitality field, one of the fastest-growing in western New England. Classes are held at the state-of-the-art HCC MGM Culinary Arts Institute and can include training for:
1. Core Skills
2. Food Servers
3. Food Preparers
4. Hotel Workers
5. Supervisors and Managers
To find out more information: contact Maria Vargas at mvargas@hcc.edu or 413.552.2122.

For Employers
Training for food service and food preparation workers and supervisors within the hospitality and food and beverage marketplace. Designed by area professionals in concert with our workforce development team, these programs are available for individuals and groups from area businesses. For more information, contact: Tracye Whitfield, 413.552.2059, twhitfield@twoworks.org

ESOL- Culinary Putnam • CWD 958
CRN 35899  SEC 64  TBA
Combines culinary arts training with English training for speakers of other languages. You will learn the language and job skills, earn industry accepted certifications, build a winning resume, and get the pathway to a new career. This 180 hour program leads to jobs like food preparer, line cook, server, waiter, waitress, host, hostess, and hotel worker. For more information, please contact: Pesha Black, pblack@hcc.edu

Line Cook Training • CWD 981
CRN 36089  SEC 64  TBA
Here is a free program designed to help current food service workers advance their careers. Cooks, food preparers, and others can quickly upgrade their culinary skills to move up to a better paying job. Topics include moist and dry cooking methods; soups, stocks, and sauces; knife skills; culinary math; and opportunities to earn ServSafe and TIPS certifications. For more information or to register, please contact: Ann Rocchi, 413.552.2929.

Event Planning

Businesses and organizations need to manage large scale meetings and events. This requires talented individuals to develop, manage, coordinate, and execute these functions. Complete the following three modules and you can earn a continuing education certificate in this fast growing field.

Certificate in Event Planning - Module I • CWD 837 • 6 sessions
CRN 35106  SEC 64  Oct 1‑17  TTh  4:00 p.m. ‑ 6:00 p.m.
Successful event planners have a toolbox that has all they need to create and launch successful events. To begin, you will learn the basic operations, techniques and strategies required to develop an event including: event feasibility, logistics, financial management, risk management. You will use tools and industry formulas including those for the Food & Beverage industry that will help you track the tasks you will need to master to become a successful and in- demand event planner. $239

Certificate in Event Planning - Module II • CWD 838 • 3 sessions
CRN 35107  SEC 64  Oct 22‑29  TTh  4:00 p.m. ‑ 6:00 p.m.
(Must have taken Even Planning Essentials - Module I prior to taking Module II)
Now that you have mastered the basics, relationship building and management is essential. This is where the challenge comes in. Many individuals, companies and others will be involved in the success of the final event. In this module you will work on collaboration techniques with all those involved to ensure success and to develop an understanding of their needs and how you can satisfy or work with those needs. You will work on skill building in these areas: vendor and client relationship management, proposal writing, marketing and promotion, use of social media to effectively communicate the event, and creating an innovative design. A field trip may be included during this module if available. $179
Online PROFESSIONAL DEVELOPMENT for K-12 Educators

Designed by renowned educators - VESi online, interactive courses are convenient, superior quality courses packed with practical applications for the classroom. Earn Massachusetts PDUs 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. Courses are offered in both undergraduate (UPDL) and graduate (GPDL) professional development levels.

For information: Call Community Education at 413.552.2123, go to virtualeduc.com/holyoke, or go to hcc.edu/bce.

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<td>Child Abuse</td>
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<td>Drugs &amp; Alcohol in Schools</td>
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<td>Harassment, Bullying &amp; Cyber-Intimidation in Schools</td>
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<td>Traumatized Child</td>
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Undergraduate PDPs: 30 Fee: $220
Graduate PDPs: 40 Fee: $280
Undergraduate PDPs: 45 Fee: $250
Graduate PDPs: 55 Fee: $299

For detailed course descriptions or to sign up online, go to hcc.edu/bce.
Certificate in Event Planning - Module III • CWD 839 • 3 sessions
CRN 35058   SEC 64   Oct 31 Nov 7   Th 4:00 p.m. - 6:00 p.m.
(Must have taken Event Planning Essentials - Module I & II prior to taking Module III)
Your’re ready to begin your event planning career!
In this module, you will develop your toolbox for launching your event planning career. We will discuss various professional opportunities for event planners as well as tips for creating a professional appearance and ways to showcase your business etiquette that sells you and your services. Businesses and organizations work with those who make them look good to customers and other businesses. You will work on real world examples in this module to help you learn how to appropriately offer your services while avoiding some of the pitfalls that can occur and damage you and your reputation as a professional event planner.
$179

OSHA 10 Construction Safety
CWD 863 • 2 sessions
CRN 35114   SEC 64   Oct 15-22   T 9:00 a.m. - 3:00 p.m.
This course introduces students to OSHA and the required topics for OSHA construction safety certification. This course is for construction workers, foremen, job supervisors and anyone involved in the construction industry. Successful completers will receive an OSHA construction safety and health 10-hour course completion card from the Department of Labor. Classes held at Holyoke Community College and Off-campus in Northampton.
$200

Production Technician
CWD 892 • 50 sessions
CRN 35066   SEC 64   TBA
Employers told us what they want potential employees to know, and this program is the result. Here is a program that prepares non-college grads for good paying jobs. Key foundational competencies that will be addressed are manufacturing production processes and principals, blueprint reading, shop math, lean systems, instrumentation and measuring, general machining, teamwork, communication and workplace expectation. For more information call Paul Sheehan (413) 755-6504.

Introduction to Cleaning Room Training • CWD 927 • 6 sessions
CRN 35573   SEC 64   TBA
Course Objectives
Provide a hands on, contextual introduction to cleanroom practices and procedures. The course will provide background on cleanroom control points, including gowning procedures, environmental monitoring, cleaning, and personnel practices. Finally, we will explore current opportunities within various cleanroom environments throughout the Northeast.

To sign up online or for complete course descriptions: www.hcc.edu/bce

Customer Service Series Training
CWD 956
CRN 35827   SEC 64   TBA
An overview of the importance of customer service. The course consist of three primary topics: 1) Guest Experience. This section help us to focus, no matter what the department, on how our actions, decision-making, and our quality of work can steer that guest on an excellent journey and provide a fantastic guest experience. 2) Guest Engagement. This course will help you understand differing personality styles, listening skills focused on understanding the cues and clues that guests are providing, appropriate response techniques including articulation and vocabulary, and overall how to engage with guests in an efficient and effective manner.
3) Dealing with Guest Challenges. Focused on resolving customer issues for customer-facing positions. This course will review appropriate conflict management techniques that allow the guest service representative to resolve guest opportunities and turn them into positive experiences.
For dates, times, and more information call Maria Vargas at 413-552-2122.

Customer Service
Customer service training for employees is available to employers in a wide range of industries. Options include: call center training in a simulated customer call center environment; Guest Service Gold training and certification for a broad spectrum of the tourism and hospitality industry; and individualized training programs for your specific organization. For more information, employers should contact: Tracey Whitfield, 413.552.2059, twitfield@twoworks.org
Laughter: The New Bottom Line in the Workplace • CWD 983 • 1 session
CRN 35978  SEC 64  Oct 8  T  6:00 p.m.-9:00 p.m.

Laughter can change lives and relationships. In this highly experiential class, participants will learn why we laugh and how we use laughter in our everyday lives: to protect, attack, connect, and distract. This class will go into depth to explain how laughter can be used strategically in the workplace to help relieve tension, shift perspectives, bring people together, and work more effectively and provides tips and tricks for both evaluating and expanding your laughter skill set.

$49

Capitalizing on Diversity
CWD 985 • 2 sessions
CRN 35980  SEC 64  Oct 15-22  T  6:00 p.m.-9:00 p.m.

The Capitalizing on Diversity course is designed to prepare staff to effectively create a more inclusive environment and the demonstration of different intervention techniques. The course also helps apply techniques that move beyond focusing not only on bias reduction but towards putting inclusion into action. It also helps us to know how our attitudes or stereotypes affect our understanding, actions, and decisions in an unconscious manner. (6 hours course) 3 hours/session.

$89

Certifications

EMT- B (Emergency Medical Technician Basic Course) (HCC)
CERT 004 • 38 sessions
CRN 35815  SEC 51  Sep 17-Dec 19  TTh  6-10 p.m.
Sep 17-Dec 19  S  8 a.m.-4 p.m.

Program consists of upwards of 170 hours in-class and on-line preparation for State Certification Examinations. Approved by the Massachusetts Office of Emergency Medical Services, covers all aspects of emergency care including patient handling, extrication, communication, working with law enforcement, legal issues, ethics in emergency medicine, use of medical equipment, safe and sane transportation and much more. Texts: $235. For more information or to register, contact Valentyna Semyrog, 413.552.2123 $1099

EMT- B (Emergency Medical Technician Basic Course) (Ware)
CERT 004 • 38 sessions
CRN 35815  SEC 52  Oct 28-Feb 5  MW  6:00 p.m.-9:30 p.m.
CRN 35815  SEC 52  Oct 28-Feb 5  S  9:00 a.m.-3:00 p.m.

Program consists of upwards of 170 hours in-class and on-line preparation for State Certification Examinations. Approved by the Massachusetts Office of Emergency Medical Services, covers all aspects of emergency care including patient handling, extrication, communication, working with law enforcement, legal issues, ethics in emergency medicine, use of medical equipment, safe and sane transportation and much more. Texts: $200, certification exams & licensing fees are not included. For more information or to register, contact Valentyna Semyrog, 413.552.2123. The class scheduled in E2E: Quaboag Region Workforce and Training Center, 79 Main Street, Ware, MA 01082. $1099

Online Certificate in Nonprofit Management (with Simulation)
CERT 014
CRN 35069  SEC 51

CFRE (Certified Fundraising Executives) Credits: 36 CEUs; 6 Access Time to Complete: 1 Year

Questions? Call 413.552.2500
An engaging and highly effective alternative to expensive credit programs, this online certificate program will introduce you to key current management issues for nonprofit organizations. Fundraising, board and volunteer development, budgeting, reading financial statements, leadership, marketing, grant writing, social media, and setting strategic direction are all addressed. Video commentary on these crucial topics will provide insight into how nonprofit professionals apply key concepts in their own organizations. Course also includes a capstone simulation that puts you in the role of Executive Director of the troubled Courtney Museum, dealing with a series of personnel, marketing, financial, and board/ community relations issues. Individual courses include:

- Strategy for Nonprofit Organizations
- Leadership in a Nonprofit Organization
- Principles of Marketing for Nonprofit Organizations
- Nonprofit Board and Volunteer Development
- Social Media for Nonprofits
- Budgeting in a Nonprofit Organization
- How to Read a Nonprofit Financial Statement
- Fundraising
- Fundraising for Nonprofit Organizations
- Capital Campaigns
- Grant Writing for Nonprofits

To see complete course descriptions and register, go to: http://hcc.mindedgeonline.com/partner/courses/index.php $879 (entire certificate program)

**Online Certificate in Business Communications • CERT 015**

CRN 35703 SEC 51

Because corporate higher-ups and stakeholders can't support your ideas, or recognize you for them, without first understanding what they are, communicating clearly and concisely in written and oral formats is critical to your professional success. This certificate offers instruction on crafting many of the most common business communication formats. Program includes the following courses:

- Communicating Collaboratively
- Effective Business Writing
- Effective Emails, Memos, and Letters
- Effective Presentations
- Effective Public Speaking

For more information and to register, go to: http://hcc.mindedgeonline.com/partner/courses/index.php $299

**On Line Certificate in Innovation & Critical Thinking • CERT 016**

CRN 35704 SEC 51

Because organizations must innovate to stay alive in today's highly competitive marketplace, organizations need employees who can channel their creativity and innovation toward organizational challenges and goals.

This certificate program help you become re-acquainted with your own stores of creativity and innovation. Courses include:

- Creativity in Teams and Organizations
- Innovation in Teams and Organizations
- Introduction to Critical Thinking
- Personal Creativity

For more information and to Register, go to http://hcc.mindedgeonline.com/partner/courses/index.php $249

**On Line Certificate in Cybersecurity CERT 018**

CRN 35808 SEC 51

Cybersecurity, also known as Information Security, is the protection of data and personally identifiable information from malicious attacks, theft, and destruction. Failures of cybersecurity policies, both in large corporations and governmental agencies, have earned significant visibility and negative publicity in recent months and years. As the amount of data being stored continues to increase, and as hackers become more sophisticated, the need for cybersecurity is greater than ever. This Certificate in cybersecurity offers an introduction to the critical elements of information security, as well as foundational information about key certifications for professionals in the industry. Each of the eight courses in this suite will help learners master the vocabulary of the industry and offers examples, videos, interactive games, and review questions to ensure mastery of the material. To register, go to https://hcc.mindedgeonline.com/partner/courses/index.php $999

**On Line Certificate in Project Management • CERT 021**

CRN 35828 SEC 51

Create your own program based on your personal professional needs from a variety of long course, short course, Certificate and Simulation options. All are aligned with the PMBOK® Guide and include interactive exercises, videos, real-world examples and case studies to help you apply newly learned concepts. Courses to prepare you for the PMP Exam are available as well. For more information or to register, go to https://hcc.mindedgeonline.com/partner/courses/index.php $99

**On Line Certificate in Data Analytics CERT 020**

CRN 35809 SEC 51

This certificate in data analytics provides an overview of topics in statistics and their applications in a variety of fields. This certificate will present the basics of quantitative analysis and its increasing use in today’s professional landscape. Learners are exposed to quantitative decision-making tools and techniques, which tie into real-world case studies. Each course in this certificate utilizes games, videos, interactive exercises, quizzes, real world case studies, and other engaging content to ensure rapid mastery of the content and direct application. To register, go to https://hcc.mindedgeonline.com/partner/courses/index.php. Course videos and lessons focus on use of both Microsoft Excel and OpenOffice. This certificate will enhance skills in:

- Applying analytics in decision making
- Distinguishing good data from bad data
- Evaluating research techniques to yield the most accurate results
- Utilizing descriptive statistics in a variety of settings
- Creating a graphical representation of descriptive statistics
- Employing forecasting techniques
- Performing a regression analysis
- Making recommendations based on analytics

$399

**Introduction to Grant Writing Online CERT 023**

CRN 36234 SEC 51

Writing grants is often a critical part of gaining funding for any nonprofit organization’s mission. Strategic grant writing aligns the needs of a nonprofit with funding sources, whether foundations, government agencies, corporations, or individuals. This introductory-level course offers a guide to the basics of grant writing. The course explores the relationship between grant writing and an organization’s strategy for fundraising. It also outlines the six stages of grant writing and highlights grant writing best practices.

$150

To sign up online or for complete course descriptions: www.hcc.edu/bce
Certificate in Digital Marketing
CERT 004
CRN 35669
The certificate in digital marketing is aligned with the Online Marketing Certified Professional (OMCP) standards to ensure that it is comprehensive and relevant. Digital marketing helps organizations promote and sell products and services through online marketing methods such as social media messaging, website ads, Facebook marketing campaigns, Google Adwords, and more. It’s vital to develop a marketing strategy that keeps up with the technology. Courses in the certificate cover the strategic issues, marketing methods, and tactics, industry terminology, and best practices.
$549

Commercial Drivers License

Commercial Driver’s License - Class B Training Program (50 hours)
CMDL 019
CRN 35070 SEC 51 Sep 9‑24 MWFThF 9:30 a.m.‑ 8:30 p.m.
Train for a lucrative new career without quitting your day job! Offered in association with Tri-State CDL, this program includes classroom and on-the-road instruction. Upon successful completion, you’ll be federally licensed to operate a Class B motor vehicle and will be scheduled to take your CDL exam with the MA State Police. The diploma is an RMV recognized document and will allow you to enter the transportation industry. Students are advised to have their DOT Medical Card and schedule their RMV Class B Driver Permit Test by the end of the first week of class.
$1949

Coach & Bus Driver Training - Class B License (P Endorsement) (50 hours)
CMDL 020
CRN 35071 SEC 51 Sep 9‑24 MTWThF 9:30 a.m.‑ 8:30 p.m.
Prepare to become a licensed bus driver. Classroom hours include: orientation, log book training, vehicle inspection, and special features with a focus on passenger safety. The yard portion covers start up, shut down, speed and space management, emergency maneuvers, skid control, roadway hazards, and extreme weather—all with the safety of passengers in mind. Students are advised to have their DOT Medical Card and schedule their RMV Class B Driver Permit Test by the end of the first week of class. Offered in conjunction with Tri-State CDL.
$2999
system; importing and exporting lists and reports; finding, customizing, printing, and saving reports; balance sheets; and profit and loss statements.

Instructor: Sara Gross. No class Nov 27

$199

Acing the Online Class (Free)
TECH 076 • 1 session
CRN 35768 SEC 1 Nov 12 T 5:00 p.m. - 7:00 p.m.

Are you thinking about taking an online class? Join us for tips and tricks to be successful in the classroom of the future: your living room! We’ll discuss how to navigate online platforms, time management, and what to expect from online learning.

$199

Tech Tools for Students (Free)
TECH 077 • 1 session
CRN 35680 SEC 64 Nov 21 Th 5:00 p.m. - 7:00 p.m.

Successful students need to use technology on a daily basis. This class explores the applications and tools that students can use to maximize their learning. We’ll cover Microsoft Office programs (and their free versions), how to work collaboratively, and locating relevant information.

$0

Computer Basics - Bootcamp
TECH 083 • 4 sessions
CRN 36080 SEC 64 Sep 24 - Oct 3 TTh 5:00 p.m. - 7:00 p.m.

Computers are integrated into nearly every aspect of our professional and personal lives, and it’s increasingly important to know how to use them. You will learn how to navigate computer settings, create and organize files, and safely use the internet. We will also cover how to use Google Drive and its many applications, and much more. Novices welcome.

$99

Printing in 3 Dimensions
TECH 087 • 4 sessions
CRN 36082 SEC 64 Oct 22 - Nov 3 TTh 5:00 p.m. - 7:00 p.m.

Curious about 3D printing and it’s a seemingly unlimited amount of applications? Join us to learn the basics of design technology and the 3D printing process. Includes one printed item!

$99

Intro to Robotics
TECH 089 • 4 sessions
CRN 36083 SEC 64 Nov 12 - Dec 21 TTh 5:00 p.m. - 7:00 p.m.

STEM is becoming an increasingly important field in the job market, and computer programming is an important part of it. However, many people feel that computer coding is much too difficult for them. Well, in this Intro to Robotics class, you will grasp the basic understanding of coding in a fun and user-friendly way by programming Lego robots! Children also welcome, must be accompanied by an adult.

$99

Expression

Piano for Pleasure: Private Lessons for Adults • EXPR 009 • 8 sessions
CRN 35248 SEC 61 Sep 9 - Nov 7 M 3:30 p.m. - 6:00 p.m.

It’s never too late to learn to play the piano! Learn key names, body/hand position, scales, chords, rhythmic values and note reading in a relaxed environment. Uncover a variety of musical styles, including 12 bar blues. Must have access to a piano or keyboard for practice of weekly assignment. “Play Piano Now” (#17193) published by Alfred, is available at music stores or online and needed for the first lesson. Upon registration, the instructor will contact you regarding a time slot. Instructor: Marie Meder. No class October 14.

$164

The Ukulele and YOU: Have Fun Making Music! • EXPR 017 • 6 sessions
CRN 35252 SEC 51 Oct 1 - Nov 5 T 6:00 p.m. - 7:30 p.m.

The Ukulele is enjoying a world-wide renaissance in popularity. Come find out why! The Uke is inexpensive, durable, very portable and easier to play than almost any instrument. Even if you have never played an instrument before, you will be playing complete songs by the end of the first class. Includes, tuning your own uke, playing basic chords, strumming and picking, and more. We will also explore the world of free resources that are available locally and online for Uke enthusiasts. This class is for frustrated guitarists, shower singers, steering wheel tappers and anyone else who dreams of playing music for fun. No music reading required! Students need to bring their own Ukulele which are available at most area music stores and on-line retailers. Any kind of Ukulele is suitable for this class. Instructor: Don Rovero.

$94
Individual Voice Lessons
EXPR 025 • 7 sessions
CRN 36087 SEC 51  Sept 18-Oct 30  W  4:00 p.m.-6:15 p.m.
Whether beginner or a little more advanced, you'll learn the elementary concepts of singing, focusing on posture, relaxation and the use of the body to support the vocal tone. Be it singing in the shower, solos or in a chorus, regardless of style or genre, you will learn the necessary basics, as well as gaining poise and confidence. No previous experience is necessary. Select either 4pm, 4:45pm, 5:30pm, or 6:15pm, 45 minutes lesson. Instructor: Rick Marcil.
$199

Getting More Out of Your Ukulele - Advanced Beginner Workshop
EXPR 044 • 6 sessions
CRN 35708 SEC 51  Oct 1-Nov 5  T  7:31 p.m.-9:00 p.m.
Learn a selection of simple 4-8 chord songs and find new, exciting ways to play them. We will discover how to inject variety and contrast into what we play. We will practice several new techniques, both for the left and for the right hand. Discover how to play songs more simply and musically. Learn how to put contrasts into your playing, and explore ways of performing with others where everyone plays something different. Instructor: Don Rovero.
$94

Belly Dance for Fitness
EXPR 045 • 5 sessions
CRN 35710 SEC 51  Sep 19-Oct 17  Th  6:30 p.m.-7:30 p.m.
CRN 35798 SEC 52  Oct 24-Nov 21  Th  6:30 p.m.-7:30 p.m.
A fantastic aerobic exercise with the additional benefit of an abdominal and core workout at the same time. Expect a fun, upbeat, and body positive class that will get you up, moving and smiling while you sweat! Instructed by Sephira, each class will include a warm up stretch, fast paced belly dance workout, and cool down. You'll leave class feeling energized and accomplished. No previous dance experience necessary, and the instructor will provide options for levels of intensity appropriate for all students. Students may dance barefoot or wear canvas dance slippers or indoor- only gym shoes.
$85

Piano Lessons for Adults: Playing Popular Standards
EXPR 046 • 8 sessions
CRN 35832 SEC 51  Sep 18-Nov 6  W  3:00 p.m.-4:00 p.m.
It's never too late to learn to play the piano. In no time you will be playing melodies and enjoying this beautiful instrument. No previous experience required. Must have access to a piano or keyboard for practice. Select either 3 p.m or 3:30p.m., 30 minutes per lesson. Text book: Alfred’s Basic Piano Chord Approach Lesson Book, Bk 1 (Alfred’s Basic Piano Library) Instuctor: Richard Marcil.
$164

Reading Music Made Easy
EXPR 047 • 6 sessions
CRN 35960 SEC 51  Sep 1-Oct 23  W  7:00 p.m.-8:00 p.m.
Have you ever wondered what it would be like to be able to read music? Would you like to be able to sing better in choir? Or play an instrument? Would you like to be able to write songs, but cannot figure out how to write them down? Through an exploration of both rhythm and melody, we will demystify the process of reading music. No previous experience is required, and the course may be tailored to individual needs as identified. Instructor: Rick Marcil.
$84

Puerto Rican Bomba
EXPR 048 • 4 sessions
CRN 35940 SEC 51  Nov 4-Dec 2  M  6:30 p.m.-7:30 p.m.
Bomba was born on the sugar plantations on the Island and is the mixture of African, Spanish and Taino cultures. The base rhythm is played by three or more drums. This percussion- driven musical tradition was a source of political and spiritual expression while the lyrics and rhythms conveyed happiness, faith, and suffering but also moved them to dance and celebrate, helping them create community and identity. We'll discover the history of Bomba and the instruments used along with historical dress. In subsequent classes, we will
learn various dances and become comfortable and adept at enjoying this cultural treasure. Instructor: Brendaliz Cepeda.

$59

Food & Drink

Professional Bartender
FOOD 002 • 7 sessions
CRN 36074 SEC 51 Aug 15-Nov 26 T 6:15 p.m.-9:15 p.m.

In this interactive class, hone the skills necessary to embark on a career as a professional mixologist. Learn to create cocktails from time honored industry staples to the latest trends. Gain knowledge about the various forms of alcohol, correct pouring techniques, drink recipes, as well as legal liability and customer service techniques. The focus of this course is to prepare students for a career in the industry, but it is also relevant to those who wish to ply this craft at home. No experience necessary, but a desire to learn and a can do attitude are mandatory. Text is the Ultimate Bar Book: The Comprehensive Guide to Over 1,000 Cocktails by Mittie Hellmich. Instructor Quincy McCray.

$269

Petit Fours Glaces & European Macaron • FOOD 039 • 1 session
CRN 36059 SEC 51 Oct 25 F 6:00 p.m.-9:00 p.m.

These tiny confectionary, mouthwatering morsels can be consumed in one or two bites. Give your next gathering an elegant twist. Learn how to make the two most popular French petit fours: a glace: a traditional pound cake layered with sweet jam and buttercream frosting, coated in a glacé fondant icing, and a sec: two almond meringue cookie sandwiches filled with sweet jams or other flavored fillings. These staples of 19th Century tea parties are still wildly popular today. Instructor Maureen Benton.

$64

Torte & Pie: The Linzertorte & Chocolate Silk Pie
FOOD 054 • 1 session
CRN 36060 SEC 51 Nov 22 F 6:00 p.m.-9:00 p.m.

The Linzertorte is said to be the oldest cake in the world. This confection named after Linz, Austria and has the characteristic lattice design on top - which is now a holiday classic. Come learn the techniques of recreating this classic Austrian dessert! Plus, we will also learn how to make a decadent French Chocolate Silk Pie (that no one can resist!) that's cool and creamy and will surely impress your upcoming holiday guests. Instructor Maureen Benton.

$46

A Night in Thailand
FOOD 048 • 1 session
CRN 36054 SEC 51 Sep 13 F 6:00 p.m.-9:00 p.m.

This night, we are visiting Thailand, where the specialty is lightly prepared dishes with strong aromatic components and a spicy edge. Our Green Papaya Salad is a joining of thinly sliced green papaya and fresh vegetables then tossed with a punchy lime vinaigrette for a cool and refreshing experience. Chef Tracy’s Thai Grilled Chicken will first be marinated in garlic, lemongrass, and other Thai aromatics before being grilled whole over an open flame. To finish it off, we will prepare Sweet Coconut Sticky Rice with Ripe Mango. A trip you’ll never forget!

$79

A Stroll Through the Markets of the Middle East • FOOD 049 • 1 session
CRN 36055 SEC 51 Sep 27 F 6:00 p.m.-9:00 p.m.

Our journey takes us to some of the best dishes in this region. Freshly fried Falafel paired with a creamy Tahini sauce is always a major vegetarian hit! Bright and lemony Tabouli Salad is packed with fresh herbs and ripe tomatoes. For dessert, we’ll bake layers of ultra-crisp phyllo dough layered with chopped nuts and drizzled with honey. Instructor Tracy Carter.

$79

“Clean Eating” Light & Healthy
FOOD 050 • 1 session
CRN 36056 SEC 51 Oct 11 F 6:00 p.m.-9:00 p.m.

“Clean Eating” by avoiding refined and processed foods, and artificial ingredients, doesn’t need to be boring. This evening we will perfectly pan-sear salmon leaving a beautifully crisp skin and pairing that with a herb-packed yogurt and spiced black lentils. We’ll top this off with a shaved fennel and arugula salad. Enjoy! Instructor Tracy Carter.

$79

Crowd Pleasing Weekend Brunch
FOOD 051 • 1 session
CRN 36063 SEC 51 Oct 25 F 6:00 p.m.-9:00 p.m.

Weekend brunch is certainly trendy but it’s even better at home! Chef Tracy’s Crispy Potato Pancakes are pan fried to a perfect golden brown. They are topped with smoked salmon and creamy Creme Fraiche. Beautifully poached eggs served with Bacon Lardons and Frisée is a traditional French salad that is a definite crowd pleaser. Homemade granola will then top creamy fresh yogurt with a drizzle of honey.

$79

On the Spice Trail of India
FOOD 052 • 1 session
CRN 36067 SEC 51 Nov 8 F 6:00 p.m.-9:00 p.m.

In our journey to India, a land with a vivid and distinct heritage and cuisine, we’ll create Cauliflower Chaat Salad by roasting cauliflower, and combining with crispy noodles and chickpeas topped off with a creamy yogurt and tart Tamarind sauce. You’ll agree, this creates an addictive combination. Our Mango Lassi is a sweet, cool refreshing drink that helps tame Chef Tracy’s take on fiery Chicken Tiki Marsala where we introduce fresh, tender chunks of chicken into a creamy and spicy tomato sauce coating. Svādiṣṭa! Instructor Tracy Carter.

$79

Noni’s Italian Kitchen
FOOD 053 • 1 session
CRN 36058 SEC 51 Dec 6 F 6:00 p.m.-9:00 p.m.

Just like grandma made! We will be re-creating this traditional Italian American menu from scratch. First up is homemade Caesar dressing to toss with crisp fresh hearts of Romaine and buttery hand torn croutons. Next we will make Chef Tracy’s Lasagna with a robust meat sauce layered with pasta and creamy Bechamel sauce. What better way to end the meal then with almond scented sweet Italian cookies that anyone’s Noni would be proud to serve. Mangiare! Instructor Tracy Carter.

$79

Tis the Season: Chef Tracy’s Holiday Sides • FOOD 055 • 1 session
CRN 36061 SEC 51 Dec 13 F 6:00 p.m.-9:00 p.m.

Let’s put a twist on the holidays with these unique takes on the classics. First, our Duchess Baked Potatoes are mashed until silky smooth then baked until golden creating a texture of a twice baked potato. Next, our Roast Pepper and Chorizo Stuffing is a blend of roasted peppers and spicy chorizo and mixed with traditional stuffing to take it to the next level. Lastly, my Brussels Sprouts with Warm Honey Glaze are roasted then drizzled with a warm honey and sherry vinegar dressing for a sweet and tangy balance of perfection. Let the holidays begin! $79

Chef Tracy’s Twist on Steakhouse Classics • FOOD 056 • 1 session
CRN 36062 SEC 51 Nov 22 F 6:00 p.m.-9:00 p.m.

This hearty meal puts a spin on steak house classics. For our Apple & Marcona Almond Salad, crisp tart apples are thinly sliced and mixed with buttery toasted Marcona Almonds and delicate Bibb lettuce. Next up, our Butternut Squash and Creamed Spinach Gratin variation uses sweet butternut squash layered with creamy spinach and rich Parmesan cheese. The star of the show is our Pan Roasted New York Strip Steak which is thick, and carefully pan seared and basted with garlic, herbs, and brown butter. A gastronomic experience you’ll never forget!

$79

To sign up online or for complete course descriptions: www.hcc.edu/bce
Health and Fitness

Open Fitness • HLTH 001
CRN 35350 SEC 51 • Sep 1-Oct 31 • MTWThF 6:00 a.m.-9:00 p.m.
CRN 35350 SEC 51 • Sep 3-Dec 10 • T 4:30 p.m.-5:00 p.m.
CRN 35350 SEC 51 • Sep 3-Dec 10 • T 4:30 p.m.-5:00 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 Selectized Circuit Training Equipment, Stairmaster steepmills, 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 September 4 at 6pm at the Bartley Center.

Quick Step into Fitness
HLTH O10 • 14 sessions
CRN 35355 SEC 51 • Sep 3-Dec 10 • T 4:30 p.m.-5:00 p.m.
CRN 35357 SEC 52 • Sep 3-Dec 10 • T 4:30 p.m.-5:00 p.m.

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. Instructor: Mary Shelasky
No class October 8.
SEC 51: $74 SEC 52: $39

No class November 21

Introduction to Qigong/Tai Chi
HLTH 006 • 8 sessions
CRN 35695 SEC 51 • Oct 16-Dec 11 • W 6:15 p.m.-7:15 p.m.

Tai Chi and Qigong are practiced by millions of people of all ages and abilities for health, fitness, meditation and stress-reduction. Discover how to incorporate this moving meditation into your daily life. Learn a series of gentle, slow moving exercises and techniques to align body, breath, mind, and spirit. Wear comfortable clothing and clean shoes.

Pilates Bodies • HLTH 009 • 14 sessions
CRN 35354 SEC 51 • Sep 3-Dec 10 • T 5:15 p.m.-6:15 p.m.
CRN 35356 SEC 52 • Sep 3-Dec 10 • T 5:15 p.m.-6:15 p.m.

This multilevel course is 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 gently lit studio room with soft background music to assist with the students’ learning of skills. Upon successful completion, students receive a course completion card that is valid for two years. This session of program scheduled at Holyoke Community College. Instructor: Kim Webb.

American Heart Association Heartsaver CPR AED Course (2-year Completion Card) (HCC)
HLTH 033 • 1 session
CRN 35845 SEC 51 • Sep 28 • S 9:00 a.m.-12:00 p.m.

An instructor-led course utilizing video that teaches adult CPR and AED use, as well as how to relieve choking on an adult, child CPR and AED use and infant CPR, including child and infant choking. This course teaches skills with AHA’s research-proven Practice-While-Watching (PWW) technique, which allows instructors to observe the students, provide feedback and guide the students’ learning of skills. Upon successful completion, students receive a course completion card that is valid for two years. This session of program scheduled at Holyoke Community College. Instructor: Kim Webb.

YoChi 1 • HLTH 056 • 5 sessions
CRN 35812 SEC 51 • Sep 6-Oct 4 • F 4:45 p.m.-5:30 p.m.
CRN 35813 SEC 52 • Sep 6-Oct 4 • F 4:45 p.m.-5:30 p.m.

This fusion of standing and floor based yoga postures with slow, flowing movements gives you the strength and stability of yoga, the balance and mobility of Tai Chi, and the added benefits of mind/body programming which enhances calmness and reduces stress throughout our bodies. The class format cycles these 2 disciplines in 5 minute sections throughout the class.

YoChi 2
HLTH 056 • 5 sessions
CRN 35941 SEC 53 • Nov 1-Dec 6 • F 4:45 p.m.-5:30 p.m.
CRN 35942 SEC 54 • Nov 1-Dec 6 • F 4:45 p.m.-5:30 p.m.

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. Instructor: Mary Shelasky
No class October 8.
SEC 51: $74 SEC 52: $39

YoChi 2
HLTH 056 • 5 sessions
CRN 35813 SEC 52 • Sep 6-Oct 4 • F 4:45 p.m.-5:30 p.m.

Home and Garden

Language of Color
HOME 006 • 7 sessions
CRN 36070 SEC 51 • Sep 11-Oct 23 • W 6:00 p.m.-8:00 p.m.

Color is a critical if not the most important component of our residential and commercial environment. It influences us every day. Learn how to use color skilfully for creating ambience, attracting attention, or balancing design elements. Develop a precise, working understanding of color’s vocabulary: hue, value, and saturation. Learn how colors interact and influence each other and how to create palettes for specific venues and clients. Prerequisite: Interior Design 1 & 2 or faculty approval.

Green Design & Materials
HOME 007 • 7 sessions
CRN 36071 SEC 51 • Oct 30-Dec 18 • W 6:00 p.m.-8:00 p.m.

Covers energy efficient materials, design concepts and elements. Floor, wall, window
treatments and furniture will be covered. Environmental and recycling concerns, use of reclaimed wood and natural fibers, and highly renewable fibers like corn and bamboo will be covered. Eco-friendly, sound, renewable, recyclable and biodegradable products are addressed as are concerns on air quality, allergens, off-gassing and the presence of toxins. Prerequisite: Interior Design 1 & 2 or faculty approval. No class Nov 27
$179

Online Home Builders/Remodelers Association of MA

Mechanic’s Lien and Compliance with Massachusetts General Laws Chapter 254 (2 hours) • HBRA 001
CRN 35835 SEC 51
Learn how to protect your business. Course covers General Contractor Liens, Sub-Contractor Liens, including Tier I, Tier II and Tier III designations. Discussion includes Statements of Accounts, Partial Lien Waivers, Notice of Contract, Notice of Identification, Notice of Substantial Completion, General Lien Waivers and proper Notice of Lien Waivers. To register please go to: https://hbrama.education/.
$39

Construction Contracts and Compliance with Mass General Laws Chapter 142A (2 hours) • HBRA 002
CRN 35836 SEC 51
Of critical importance to Construction Supervisors and business owners, a review of the importance of written contracts, contract provisions to be included in construction contracts, requirements of 780 CMR as it relates to Mass Contracts, General Laws Chapter 142A, and compliance with Massachusetts General Laws Ch. 142A including rights of rescission, and lead paint issues. To register go to: https://hbrama.education/.
$39

Building An Airtight Home (2 hours) • HBRA 003
CRN 35837 SEC 51
Covers the critical areas of air filtration and air barriers, blower door testing and metrics, framing an airtight house, and insulating and sealing an airtight house. Also includes a case study in addressing a real-world building envelope failure. Familiarize yourself with elements of planning and design of a super-insulated home, construction details, building testing during construction & building performance after completion. To register go to: https://hbrama.education/.
$39

Fall Prevention and Silica Safety (2 hours) • HBRA 004
CRN 35838 SEC 51
Learn how to keep your employees safe as well as yourself on-the-job. Leading causes of construction fatalities and serious injuries and how to prevent them are discussed. Includes demonstrations of the latest safety equipment on the market, fall prevention systems, training resources and OSHA compliance and expectations. Program concludes with reducing/eliminating silica exposure on the job site, protection measures and free training resources available. To register go to: https://hbrama.education/.
$39

Lead Safety Isn’t Just About Lead Paint (2 hours) • HBRA 006
CRN 35840 SEC 51
In depth presentation on lead-based paint, dust and debris, and the associated health risks and effects of lead exposure. Includes discussion on what homes have lead-based paint, the differences between EPA and MA regulations, on-site supervisors requirements, required documentation for employees, OSHA, required record keeping and appropriate construction practices. To register go to: https://hbrama.education/.
$39

To sign up online or for complete course descriptions: www.hcc.edu/bce
Avoiding Costly Construction Mistakes (2 hours) • HBRA 007

Covers improper site preparation and grading, foundation mistakes, the benefits of water proofing vs. damp proofing, backfill and control joints. Special attention to discussing sill anchor bolt placement, attached and free-standing decks and floor cantilevering, load bearing, proper house wrapping techniques, reroofing, ice barriers and dryer exhaust challenges. To register go to: https://hbrama.education/. $39

Builders Introduction to HVAC Systems: Old & New (2 hours)

HBRA 008

Comprehensive program on understanding the basic relationships of moisture in air, learning about the range of efficiency options available for HVAC systems today, heat pump operation, Building Code changes that apply to residential HVAC systems and the energy implications of the relationship between the building envelope and HVAC systems. At the conclusion of this program, you’ll possess more knowledge allowing you to make better decisions in selecting and installation of efficient HVAC systems and available governmental rebates. To register go to: https://hbrama.education/. $39

Keeping Moisture Out & Flashing Techniques (2 hours) • HBRA 009

Covers Building Code flashing details and roof assemblies to prevent water intrusion. Includes the latest materials on the market to prevent moisture penetration and ice dams as well as non-compatible materials to be aware of. Special attention and discussion directed towards:

- roof valleys
- flashing challenges regardless of siding materials
- eliminating wall and window water penetration & exterior wall applied membranes
- proper flashing of decks and steps

To register go to: https://hbrama.education/. $39

Transition from 8th to 9th Edition: Massachusetts State Building Code 780 CMR (4 hours) • HBRA 010

CRN 35973 SEC 51

This 4 hour program covers major changes, revisions and requirements in the new 9th edition of the Building Code effective January 1, 2018. To enroll go to https://hbrama.education/ $99.

Languages

Basic Conversational French 1
LANG 005 • 7 sessions
CRN 35796 SEC 51 Sep 11-Oct 23 W 6:00 p.m. - 8:00 p.m.

Introduction to the French culture via fun conversations. The goal of the class is to cover different topics such as introducing yourself, talking about your family, making arrangement for a trip... The first building blocks needed for achieving proficiency in the French language will be emphasized. We'll also review culture, customs and French influence around the world. Gain more confidence in conversing in French. Instructor Ingrid Vega.

$179

Conversational French 2
LANG 006 • 7 sessions
CRN 35797 SEC 51 Oct 30-Dec 18 W 6:00 p.m. - 8:00 p.m.

Introduction to the French culture via fun conversations. The goal of the class is to emphasize the ability of each student to discuss topics such as holidays, services and travel using everyday expressions. The class will prepare you with the basic foundation for a safe and fun “sejour” in France or other francophone countries. At the end of the course, you will have a better understanding of the French culture and will be more confident in conversing in French. Suggested prerequisite: a basic knowledge in French grammar. Instructor Ingrid Vega. No class November 27.

$179

Basic Conversational Spanish 1
LANG 008 • 7 sessions
CRN 35810 SEC 51 Oct 8-Nov 19 T 6:00pm-8:00pm

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. Instructor Wendy Andino.

$179
Basic Conversational Russian
LANG 010 • 7 sessions
CRN 35074 SEC 51 Sep 16-Nov 4 M 6:00 p.m.-9:00 p.m.
An introduction to basic Russian 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 Russian. Instructor Olesya Lebedinskaya.
No class October 14.
$179

Conversational Spanish for Healthcare Services Professionals
LANG 043 • 10 sessions
CRN 35090 SEC 51 Sep 18-Nov 20 W 6:00 p.m.-8:15 p.m.
Designed for Healthcare professionals, case workers, and staff, to develop your fluency, pronunciation and oral comprehension in the local dialect of Spanish. Intended for individuals with little or no knowledge of Spanish. Contextualized for medical and health related settings. Basic grammatical structures will be used to communicate needs, desires, preferences, and basic personal information such as health issues, medical concerns and pain management. Customs and cultural insights will also be presented. Includes textbook.
$284

Introduction to Basic Polish Language & Culture Level 1
LANG 050 • 10 sessions
CRN 35821 SEC 51 Sep 12-Nov 21 Th 6:00 p.m.-8:00 p.m.
An introduction to the beautiful, West Slavic language native to Poland with a strong cultural component. The focus is to build a firm linguistic foundation and expand students’ communicative abilities through conversational practice, listening exercises, reading and writing. Major aspects of Polish history and culture are incorporated through instructional materials and presentations. Instructor Bozena Jaworowski.
No class September 26.
$249

Legal

Landlord Tenant Law: How To Be a Smart Landlord • LEGL 001 • 2 sessions
CRN 35388 SEC 51 Nov 7-14 Th 6:00 p.m.-9:00 p.m.
Whether you are renting a single- family house or multiple units at multiple properties, this class provides property owners 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. Forms of ownership (LLC/Corp./Trust) will be discussed. Instructor: Atty. Carl W. Lindley
$89

Elder Law & Estate Planning: What You Need To Know.
LEGL 004 • 3 sessions
CRN 35389 SEC 51 Oct 7-28 M 6:00 p.m.-8:00 p.m.
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. Session One: The will, health care proxy, advance directive, durable power of attorney and homestead will be discussed in detail. Also reviewed will be the guardianship and conservatorship process, and the court proceedings required when the proper documents were not prepared before the loss of mental capacity. Covers the different types of trusts and the reasons for creating each kind of trust, for example, the revocable, so- called living trust; and, the supplemental needs trust. The probate court process from start to finish and how to determine which assets, if any, need to go through probate court. Session Three: The importance of skilled nursing care, long term care insurance, life estate deeds, supplemental needs trusts, income only irrevocable trusts, and Medicaid planning and applications will be discussed. No class October 14.
$99

MA Gaming School Courses

Blackjack- 1
GAME 001 • 30 sessions
A Level- 1 class includes Introduction to Massachusetts Gaming for Licensees. Prepares students to be proficient blackjack dealers. Covers chip- handling; shuffling; wagering; payoffs; card dealing; table layout, opening, and closing; security; guest service, etc. The first component of the course will concentrate on correct chip- handling techniques, identifying the value of each color chip, learning to read the total value of a bet, and proper pit procedures. Then, the course will teach the fundamentals of dealing Blackjack. Emphasis will be placed on card totaling, chip cutting and handling, card shuffling, and card placement. Special attention will be given to game and accounting procedures, accuracy and speed. Intro. to Mass. Gaming for Licensees covers: Mass. gaming legislation and regulations; job readiness; employee obligations; industry standards, practices, and procedures; customer service relations; guest service excellence and expectations; problem gaming; and CPR. Prerequisites: Positive attitude, basic math skills, ability to pass a CORI background check and meet other licensing requirements, a signed student contract.
Number of Training Hours: 130

Poker- 1
GAME 004 • 50 sessions
A Level- 1 class includes Introduction to Massachusetts Gaming for Licensees. Prepares students to be accurate, efficient, professional poker dealers. Covers mechanical skills, techniques, rules, common procedures and policies, customer interaction, best behaviors, etc. Covers the essentials of dealing Poker and preparing for a career as a Poker dealer. You’ll train and practice dealing Poker from the hand including the fundamentals of rake/antes/ blind bets, game rules and regulations, dealer’s responsibilities, and game security.
Intro. to Mass. Gaming for Licensees covers: Mass. gaming legislation and regulations; job readiness; employee obligations; industry standards, practices, and procedures; customer service relations; guest service excellence and expectations; problem gaming; and CPR. Prerequisites: Positive attitude, basic math skills, ability to pass a CORI background check and meet other licensing requirements, a signed student contract.
Number of Training Hours: 200

Lifelong Learners (55+)

Memory, Dementia & Alzheimer’s
LIFE 012 • 1 session
CRN 35976 SEC 51 Oct 17 Th 1:00 p.m.-4:00 p.m.
Gain an understanding of memory, dementia and Alzheimer’s from many different angles, through discussion, case studies, and film clips: The different types, the warning signs, treatment and caregiving, role of mental stimulation, dealing with mild- impairment, and the difference between dementia and normal aging. Become a more relaxed relative, friend, spouse and child as you encounter these diseases in friends and loved ones. Instructor Beth Cardillo, M.Ed. LSW, has worked with senior living communities for over 15 years and implemented the first Dementia Friendly Community in the nation.
$29

PERSONAL ENRICHMENT 413.552.2123
REGISTER ONLINE: WWW.HCC.EDU/BCE
Carnival Games- 2
GAME 005 • 21 sessions
A Level- 2 class prepares students to deal Three and Four Card Poker. Let It Ride, and Ultimate Texas Hold ‘Em. Covers the layout, possible bets, progressive and bonus options, dealing, the pay/ take process, dead games, game protection, guest service, etc.
For those who already have training in other games, this course accommodates the experience, knowledge and skills acquired in previous game training. Prerequisite: Successful completion of a Level-1 class.
Number of Training Hours: 80

Mini Baccarat/PGP- 2
GAME 006 • 21 sessions
A Level- 2 class prepares students to be proficient dealers of Mini Baccarat and Pai Gow Poker. Covers the rules and procedures for both games including dealing, shuffling, wagers, payoffs, combinations for Baccarat and commissions in Pai Gow Poker. For those who already have training in other games, this course accommodates the experience, knowledge, and skills acquired in previous game training. Emphasis will be placed on commissions and percentages, the ability to calculate them immediately, customer relations, and security. Prerequisite: Successful completion of a Level-1 class.
Number of Training Hours: 80

Roulette- 2
GAME 008 • 24 sessions
A Level- 2 class for those who already have training in other games, this course accommodates the experience, knowledge, and skills acquired in previous game training. Emphasis will be placed on accurate and quick mental multiplication, chip handling, procedures on a variety of bets, accurate and quick mental multiplication, and chip handling. Special attention will be given to game and accounting procedures, accuracy and speed. Prerequisite: Successful completion of a Level-1 class.
Number of Training Hours: 200

Money and Investment

Retirement Planning
MONEY 009 • 2 sessions
CRN 35839 SEC SL • Oct 3-10 Th 6:00 p.m.-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. 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.
$75

Social Security Income Enhancing Strategies • MONY 062 • 1 session
CRN 35837 SEC SL • Nov 16 S 9:00 a.m.-11:00 a.m.
Many people start taking social security as soon as possible… but is this the best choice for you? Learn how to maximize your social security and survivor benefits. Strategies for those that are single, married, divorced and widowed will be discussed. Cost of living adjustments, taxation of benefits and working while collecting social security will be explained. Coordinating other retirement accounts with social security distributions and Required Minimum Distribution rules will be explained to assist you in making informed decisions. Workbook included. Instructor: Susan Allen.
$49

Outdoors and Leisure

Basic Beginning Bridge
LIFE 027 • 9 sessions
CRN 35800 SEC SL • Oct 23-Dec 2 Th 7:00 p.m.-9:00 p.m.
Discover the rich social, cognitive and health benefits in playing bridge - while having fun! Prepare to play at your own home with friends or with a local Bridge Club. This is a non - wagering activity. Includes paperback text. Instructor Dr. George Abbott.
No class October 14 & November 11.
$104

Stargazing: Introduction to the Night Sky • LEIS 006 • 6 sessions
CRN 35823 SEC SL • Sep 25-Oct 30 W 6:00 p.m.-8:00 p.m.
Designed for the casual observer interested in astronomy as a hobby. Become familiar with the night sky, and how to explore it with telescopes, binoculars and the naked eye. We will discuss and observe solar system planets, moons, asteroids, comets and more. Recommended is a Miller’s Planisphere (Large size, model 40 degrees) available on-line for less than $20. Classes will be held outdoors whenever possible. Some local travel to dark- sky sites will be necessary.
$149
Safety

Flying Drones for Profit, Public Safety & Commercial Applications: Preparation for the FAA Exam

SFTY 003 • 4 sessions

The FAA predicts there will be upwards of 30,000 drones in the nations sky’s by 2020 while the numbers of new jobs created in the drone industry is estimated at 70,000. This is a hand’s-on program covering the expanding role of drones and various applications, FAA regulations addressing small Unmanned Aircraft Systems (sUAS) use, flight instruction and preparation for taking the FAA Remote Pilot in Charge Exam. Students must be able to pass a TSA background check is required for licensing.

Covers:
- Basic operations of commercial sUAS
- Local, regional and national airspace regulations evolving to promote the safe operation of sUAS
- Skills necessary to safely operate sUAS manually and autonomously
- A basic understanding of the skills necessary for the analysis of sUAS imagery
- A policy level understanding of public and private approaches to applying sUAS capabilities for transportation safety, security, and emergency response
- What you need to know to pass the FAA Remote Pilot in Charge test

$315

RAD Keychain Defense Option

SFTY 005 • 5 sessions

The R.A.D. Keychain Defense Options course is a realistic and court-defensible impact weapons program available for women of all ages. Combining proven R.A.D. Physical Defense strategies with revolutionary impact weapons defense techniques makes this program a worthy addition for women to the R.A.D. System. Realistic employment, combat effectiveness, “light impact”, fluid transitions and simulation training exercises are practiced. This program revolves around use of the Kubaton in conjunction with weapon-enhanced physical skills. Prerequisite “Rape Agression Devence”. Class includes Kubaton.

No class October 12.

$35

Advanced RAD Training

SFTY 006 • 5 sessions

Program includes lecture, discussion and self-defense techniques suitable for women of all ages and abilities. The cornerstone of R.A.D. Training, this course has its foundations in education and awareness. This Advanced program builds on techniques and strategies from the Basic class and covers additional prone defense strategies, multiple subject encounters, and even low and diffused light simulation exercises. No prerequisite. Instructor Kellie Cournoyer.

$35

Testing & Test Preparation

Preparation for the HiSET (Holyoke)

TEST 001 • 24 sessions

For students who want to earn their high school credential and need a review of the High School Equivalency Test (HiSET) test subjects (language arts, social studies, science, math), and assistance in test-taking strategies. All students will be assessed in reading comprehension, math, and writing at the first class meeting which is required. Course includes a Computer Basics component on Tuesdays from 5pm - 6pm. Enrollment is limited to provide immediate and individualized attention to students. This is an accelerated program. Individuals who are missing more than two years of formal high school should contact the Dean of Community Services at 552-2324. Those 17 years of age or younger must provide official high school documentation indicating at registration that they are no longer enrolled high school.

$199
WANTED: engaging faculty for courses

If you’re interested in teaching and adding to the quality of our students’ lives, send your resume with your course proposal to:

Michele Cabral, Executive Director of Community Services
Holyoke Community College, Kittredge Center 221,
303 Homestead Ave., Holyoke, MA 01040
Or email: mcabral@hcc.edu

The state-of-the-art Kittredge Center is the Pioneer Valley’s premier facility for conferences and professional meeting space. It offers the latest in technology and is accessible to all major highways. Bring your conference to the Kittredge Center or ask about conference management services.

Contact us at 413.552.2320 or visit us online at hcc.edu/conference

CERTIFICATE & TRAINING PROGRAMS

@ HOLYOKE COMMUNITY COLLEGE

MANAGEMENT
• American Management Association University Certificate
• Project Management Certificate
• Six Sigma Green Belt Certification
• Nonprofit Management Certificate

JOB ORIENTED
• Call Center (Advanced) and Customer Service Training
• Manufacturing Production Technician Training

CAREER FOCUSED
• Educators (Pre-School, K-12, PDP Certification Courses)
• Event Planning Certificate
• Interior Design Certificate Program
• Real Estate Principles and Practices

HEALTHCARE
• CNA (Certified Nursing Assistant) Program *
• EMT-B (Emergency Medical Technician Basic Course)
• Pharmacy Technician *
• ICD 9 and 10 Training

HOSPITALITY
• Hospitality and Culinary Program *
• ServSafe Certificate Program — TiPS Training

COMPUTERS
• CompTIA A+, Network+, and Security+
• Cisco CCNA Training Programs: Modules I, II, III, and IV (Scholarships Available)
• Microsoft Office Certifications

SAFETY
• Hoisting License Renewal Training
• Moderate Risk De-Leading Program
• OSHA-10 Certification
• OSHA-30 Certification

OTHER
• Hypnosis (advanced) Intensive Certification

For more information, please call 413.552.2122 or visit us online at hcc.edu/bce.

* = Funding available for unemployed and low-income workers through the Department of Labor and Workforce Development and the Department of Transitional Assistance
Two Keys to Success:
high school diploma and good language skills

A high school diploma and good English skills are essential to get a good job. If you need help with either, we have programs for: • HiSET (formerly GED) to earn a high school diploma equivalent
  - ESOL English for Speakers of Other Languages
  - Transition to College and Careers

In Ludlow:
Ludlow Area Adult Learning Center (LAALC)
54 Winsor St. • ESOL classes, morning and evening, Monday to Thursday, September to June – Free.
Contact: 413.583.0320

In Downtown Holyoke:
Picknelly Adult and Family Education Center (PAFEC)
206 Maple St., next to the bus station. • HiSet test preparation classes – Free and low-cost.
  - HiSet testing – $100-$125, scholarships available.
  - ESOL classes – Free.
  - Transition to College and Careers – Free.
Includes classes by the Care Center, CareerPoint, Community Education Project (CEP), Holyoke Community College Adult Learning Center (HCC/ALC), Holyoke Adult Learning Opportunities (HALO), and Holyoke Works.
Contact: 413.552.2931

HCC Main Campus in Holyoke:
303 Homestead Ave., direct bus to/from downtown Springfield.
  - HiSet testing – $100-$125, scholarships available.
  - ESOL ESL Level 1 – Free. ESL advanced levels – financial aid available.
    - Transition to college and careers – Free. Contacts:
      HiSet Testing: 552-2112, ehebertdancik@hcc.edu
      ESL: 413.552.2553, gmontero@hcc.edu
      Transition: 413.552.2728, mtroppe@hcc.edu

In Springfield:
Springfield Adult Learning Center (SALC)
One Armory Square, Building 27, 1st floor.
  - HiSet test preparation classes.
  - ESOL classes – Free.
Contact: 413.755.4300
We want you to have a successful start to your college career.
That’s why we have so many programs and services designed to make your first year experience the best it can be. Think of them collectively as your college toolkit, with all the resources you need to succeed brilliantly.

What’s included?
• New student orientation
• Academic advising
• Career exploration workshops
• Group and individual tutoring
• First year learning communities
• Resource Fairs
• Identity and special interest clubs

There’s a place for you at HCC.
You’re one of a kind, with your own interests, your own unique history. At HCC, we strive to create an inclusive, respectful and welcoming environment—a place where we can learn from our differences, where all members of our community feel valued. Come find your place at HCC.

I have become a version of myself I didn’t know existed, because of the amazing encouragement and opportunities I have received as a student at Holyoke Community College.
— Jeffrey Anderson-Burgos ’15
Liberal Arts, Sociology
START WITH SUCCESS
At HCC, you’ll find a multitude of ways to deepen your understanding of a subject, and a multitude of learning environments.

Ready for a challenge?
HONORS
Honors grads go to colleges and universities such as Amherst, Smith, Wellesley, Mount Holyoke, Cornell and Brandeis. Special benefit: Honors grads get automatic acceptance into honors programs at all Massachusetts state colleges and universities.

LEARNING COMMUNITIES
The name says it all. Team-taught, interdisciplinary courses that view one theme through multiple lenses. For example, “The Causes and Consequences of Hunger and Homelessness,” taught by an English professor and an economics professor.

“It’s really supportive here—there’s always somebody willing to help if there’s a problem. It’s always, ‘how can we help you get through this and make this so it’s going to work for you?’ If I run into brick walls, there’s somebody with their hand out, ‘Here, let me help you get over this hurdle.’”
— Tameika Heathman
Psychology
DREAM

How much will it cost?
Do the math.

BEYOND THE CLASSROOM

50+ STUDENT CLUBS and organizations
WEEKLY EVENTS, speakers, and entertainment
WRITE for the college newspaper • SPEAK UP as part of HCC’s student government • GET FIT at the David M. Bartley Center for Athletics and Recreation (HCC’s health club, free to students!) • Lift weights, jump on a cardio machine, or take a Zumba class • JOIN A TEAM — HCC boasts award-winning NCJAA Division III athletic program, choose from baseball, soccer, volleyball, basketball, or golf!

Online Friendly
Choose day, evening or weekend classes to fit your schedule, or take some (or all) of your classes online!

TRANS

With one of the highest rates of transfer among Massachusetts community colleges, HCC prepares students for continued success. Our transfer agreements open doors at public and private colleges and universities in Massachusetts and beyond—and some even include reduced tuition and guaranteed admission!

HCC Students Go Places
Where do HCC students go to earn their bachelor’s degree? Here’s a partial list!

- American International College
- Amherst College
- Bay Path College
- Brandeis University
- Cornell University
- Elms College
- George Washington University
- Mount Holyoke College
- Smith College
- Springfield College
- University of Massachusetts
- Wellesley College
- Western New England University
- Westfield State University
- Williams College

How much will it cost?
Do the math.

HCC
$6K

State
$25K

Private
$55K

100%
80%
50%

HOLYOKE COMMUNITY COLLEGE

QUESTIONS? CALL 413.552.2500
DEGREES & CERTIFICATES

DEGREES

Degrees can be completed in as little as two years full time, or part time at a pace that suits you. It is challenging to complete most degree programs in two years, and some students opt to take slightly longer, especially if they have work or family responsibilities. Degrees prepare you for a career or transfer to a four-year college or university. They require completion of at least 60 credits, usually combining specific major-related courses with a choice of electives.

Accounting  
Administrative Professional Studies  
Applied Technology  
Banking  
Biology  
Biotechnology  
Business Administration  
Chemistry  
Clean Energy  
Communication, Media and Theater Arts  
Communication  
Computer Information Security and Assurance  
Computer User Support  
Creative Writing  
Criminal Justice  
Deaf Studies  
Early Childhood  
Electronic Media  
Elementary Education  
Engineering  
Engineering Science  
Entrepreneurship  
Environmental Science  
Foodservice Management  
Forensic Science  
Foundations Of Health  
Gender and Women’s Studies  
General Integrated Studies  
Graphics  
Health, Fitness and Nutrition  
Hospitality Management  
Human Resource Management  
Human Services  
Information Technology Management  
Liberal Arts and Science  
Marketing Management  
Mathematics  
Music  
Natural Resources Studies  
Nursing  
Nutrition and Food  
Paralegal  
Photography  
Physics  
Pre-Veterinary and Animal Science  
Programming  
Psychology  
Radiologic Technology  
Retail Management  
Secondary Education  
Sociology  
Sport Management  
Sustainability Studies  
Sustainable Agriculture  
Theater  
University Without Walls  
Veterinary Technician  
Visual Art

CERTIFICATES

Certificates, both credit and non-credit, as well as professional training programs, can be completed in as few as two semesters full time, or part time at a pace that is best for you. They often require the completion of nine or more related courses and are designed to provide expertise in a particular field so you can launch a new career, strengthen current skills or pursue an interest.

Accounting Systems  
Addiction Studies  
Administrative Professional Studies  
Clean Energy*  
Coaching  
Computer Information Security and Assurance Management  
Computer Information Security and Assurance Technical Specialist  
Computer Networking  
Culinary Arts  
Day Care Administration  
Deaf Studies  
Developmental Disabilities Direct Support  
Entrepreneurship  
Firefighter Fitness Trainer  
Forensic Science  
Geothermal Energy  
Graphic Design  
Group Exercise Leader  
Health and Fitness Management  
Health and Fitness Specialist  
Healthy Living Coaching  
Hospitality Management  
Human Resource Management  
Human Services  
Law Enforcement  
Medical Assistant  
Medical Billing  
Music Performance  
Personal Trainer/fitness Counselor  
Practical Nursing  
Professional Customer Service  
Retail Management  
Solar Energy  
Strength and Conditioning Specialist  
Supervision and Leadership in the Helping Professions  
Sustainability Studies  
Wind Energy  
Non-credit certificates  
Certified Nursing Assistant (CNA)  
Cisco Network Certification  
Microsoft Office Certification  
National Career Readiness  
Non Profit Management  
Project Management  
ServSafe Certification  
Training programs  
Commercial Drivers License  
Customer Service / Office Skills  
Direct Support Associate  
Emergency Medical Technician (EMT)  
Grant Writing and Management  
Medical Office Worker  
Pharmacy Technician  
Preschool Worker
Course Registration Information
Community Education 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.
A $20 fee will be charged for returned checks. All returned checks not made good will be referred to a collection agent.

CLASS SCHEDULES
Class dates are subject to change. Please check the website (www.hcc.edu/bce) for the latest updates, and be sure to check with the instructor on the first day of class. Classes are not held on state and national holidays, and individual instructors may make other adjustments.

FEES
Fees for materials are now included in the tuition price unless specifically noted.

REFUND POLICY FOR NON-CREDIT COURSES

Courses (with six or more meetings)
1. By the Friday before the first class meeting, 100% of all tuition, less $30. After the Friday 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. Courses (with five or fewer meetings)
1. 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. Youth Programs: By the Friday before the first class meeting, 100% of tuition. No refunds will be granted after the start of the program.

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 percent 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 percent 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)
Submit an enrollment form for each student along with an original purchase order or letter on company-agency letterhead including the student name(s) and the amount to be paid.

To sign up for classes: www.hcc.edu/bce

with better employees trained by T.W.O.

Training & Workforce Options can improve the performance, profit, and potential of your business or organization. Your success depends upon having trained, engaged, effective workers who know how to:
- deliver premier customer service.
- maintain quality control.
- meet the demands of owners, stakeholders, and employees.
- capture and leverage organizational expertise.
- keep an eye on the bottom-line.

TWO equips organizations of all sizes to succeed -- and thrive -- through a variety of customized professional development trainings and services including:
- Leadership
- Team Building
- Customer Service
- Cultural Diversity
- Industry Specific Technical Training
- Customized Business Academy

For more information contact:
Sharon Grundel, M.Ed.
sgrundel@twoworks.org
413.552.2316
(Healthcare, Non-profits, Government Services, Sustainability)
Tracye Whitfield, M.S.
twhitfield@twoworks.org
413.552.2059
(Culinary, Hospitality, Financial Services, Manufacturing)

Let us work for you!
Training & Workforce Options
Springfield Technical & Holyoke Community Colleges

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How’d you hear about us? Please check all that apply.

- On HCC’s website
- Mailings about courses or programs
- Email
- Ad or story in newspaper/radio
- Received Community Education course bulletin...
  - in mail
  - on campus
- Social media
- Other (please indicate): __________

About you:

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I have read and understand the refund policy, available at hcc.edu/bce:

Signature: ________________________________

Class selections:

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Total: ____________________

Payment:

We accept personal checks, money orders, MasterCard, Visa, and Discover. Complete all items below if you are charging a course or registering by fax. Please do not send cash.

- Visa
- MasterCard
- Discover
- Check
- Money Order

Card number: ____________________
Expiration date: __________
Signature: ____________________
Professional Development & Personal Enrichment Courses

CLASSES BEGIN IN SEPTEMBER. REGISTER NOW AT HCC.EDU/BCE
QUESTIONS? 413.552.2500