Get ready to return to work by learning in new ways! Customer Service, Line Cook, Nursing Assistant, Pharmacy Technician, VESi, MindEdge and more are all inside!

CLASSES BEGIN IN SEPTEMBER. REGISTER NOW AT HCC.EDU/BCE
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**

Contact Admissions at 413.552.2321 or admissions@hcc.edu

**Professional Development Certificates**

- Culinary & Hospitality Programs
  
  See pages 23
- **ServSafe**
  
  See page 9
- **TiPS**
  
  See page 9
  
  Contact Maria Vargas at 413.552.2122, mvargas@hcc.edu

**Grant-funded Programs**

See pages 23

**Personal Enrichment**

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

Classes may be remote during COVID-19.
Questions about courses in this bulletin? Contact Business and Community Education: 413.552.2500

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.

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.
2. After the Friday before the first class meeting but before the third class meeting 50% of the course cost.
3. 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.
2. Youth Programs: By the Friday before the first class meeting, 100% of tuition. No refunds will be granted after the start of the program.

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

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)
Please submit, by mail or in person, 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.
Mechanic’s Lien and Compliance with Massachusetts General Laws Chapter 254
HBRA 001

Construction Contracts and Compliance with Mass General Laws Chapter 142A
HBRA 002

Building An Airtight Home
HBRA 003

Fall Prevention and Silica Safety
HBRA 004

Lead Safety Isn’t Just About Lead Paint
HBRA 006

Avoiding Costly Construction Mistakes
HBRA 007

Builders Introduction to HVAC Systems: Old & New
HBRA 008

Keeping Moisture Out & Flashing Techniques
HBRA 009

Transition from 8th to 9th Edition of the Building Code
HBRA 010

To register go to: https://hbrama.education/
CORPORATE AND PROFESSIONAL EDUCATION

HCC offers a variety of classroom and online courses to help people develop skills to start a new career or enhance existing career skills. Earn a certificate, update industry credentials or start on a path toward a degree.

Computers & Technology ............................. 5
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Commercial Drivers License ......................... 14
Home Builders/Remodelers of MA ................. 14
Testing & Test Preparation ........................... 15
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Computers & Technology

Introduction to Microsoft Word 2016
TECH 006 • 4 sessions
CRN 35480 SEC 51  Oct 13 - Nov 3  T  6:00 p.m.-9:00 p.m.
Topics include: typing and deleting text, undoing/redoing, formatting and cutting, copying and pasting text, creating documents and inserting images. You’ll learn how to modify line spacing, create lists, change views as well the overall look of your document. Course covers the most commonly used commands and features. Students should have keyboarding and computer experience. Instructor: Renee Tetrault.
$199

Introduction to Microsoft Excel 2016
TECH 007 • 4 sessions
CRN 35465 SEC 51  Nov 12 - Dec 3  Th  6:00 p.m.-9:00 p.m.
Become proficient at spreadsheet basics and design, including creating, editing, formatting and printing. Learn how to create and use common formulas and functions containing cell references to automate calculations. We also cover Excel charting and graphing techniques. Students must have keyboarding and computer experience. Instructor: Renee Tetrault.
No class November 28.
$199

Introduction to Adobe Photoshop CC
TECH 008 • 4 sessions
CRN 35469 SEC 51  TBA
Discover the power of Photoshop CC! Learn tools and basic image manipulation techniques, including image formats, filter effects, retouching digital photos, color correction, layers, and painting tools. You should have a working knowledge and basic level of computer proficiency. Ideal for beginning web designers and digital camera owners. Class taught on PCs, but Mac owners encouraged to attend. Instructor: Dino Diaz
$199

Introduction to Quickbooks 2015
TECH 010 • 4 sessions
CRN 35481 SEC 51  Oct 7 - 28  W  6:00 p.m.-9:00 p.m.
Includes stepbystep instructions in getting the software up and running. We’ll cover invoicing for services, accounts receivable management, entering and paying bills, accounts payable management, writing checks, managing petty cash and checking accounts, reconciling bank statements. Prerequisite: PC (preferably Windows) and mouse experience and some basic bookkeeping and/or accounting experience assumed. Instructor: Sara Gross.
$199

Introduction to Adobe Illustrator CC
TECH 015 • 4 sessions
CRN 35515 SEC 51  Sep 28 - Oct 26  M  6:00 p.m.-9:00 p.m.
Illustrator is the software of choice in designing high quality logos, vectors, and complex, multilayered artistic work, broadcast graphics, and titles. Learn the basics of each tool, in addition to creating 3D shapes. Gain proficiency using paints, pen, brush and colors. If you need to work in both small and larger formats with ultra high quality, this course is for you. Instructor: Pepe Pedraza.
No class October 12
$199

HCC offers a variety of classroom and online courses to help people develop skills to start a new career or enhance existing career skills. Earn a certificate, update industry credentials or start on a path toward a degree.

Corporate and Professional Education

Commercial Drivers License

Home Builders/Remodelers of MA

Testing & Test Preparation

Personal Enrichment

Classes may be delivered as live in-person or live remote sessions, or blended.
**Introduction to Adobe InDesign CC**

**TECH 016 • 4 sessions**

CRN 35482 SEC 51  Nov  2-23  M  6:00 p.m.-9:00 p.m.

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

$199

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**Introduction to Microsoft Office 2016 • TECH 017 • 4 sessions**

CRN 35464 SEC 51  Sep 15-Oct 6  T  6:00 p.m.-9:00 p.m.

Understand how to use Microsoft Office, a necessity for workers, job seekers, and home computer users. Learn the basics of Microsoft Office to easily create, format, and work with documents using Word, or create Excel spreadsheets by working with formulas, and build presentations using PowerPoint. Finally, we’ll review Publisher and learn about all the best uses for this dynamic software. PC Fundamentals or basic computer skills required. Instructor: Renee Tetrault.

$199

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**Intermediate Quickbooks 2015**

**TECH 066 • 4 sessions**

CRN 36073 SEC 51  Nov 11-Dec 9  W  6:00 p.m.-9:00 p.m.

Learn how to make your software do more with less effort. Course includes: setting up and running payroll, paying payroll liabilities, preparing payroll tax forms and reports; manually entering payroll when using an outside payroll service; creating budgets, budget reports and cash flow projections; entering sales and credit card payments when using an outside POS 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 November 27

$199

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**Acing the Online Class (Free)**

**TECH 076 • 1 session**

CRN 35768 SEC 1  Sep 3  Th  1:00 p.m.-3:00 p.m.

CRN 35678 SEC 52  Dec 3  Th  1:00 p.m.-3:00 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. This workshop will be offered on the Zoom platform.

$0

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**How to Work and Learn Online (Free)**

**TECH 090 • 4 sessions**

CRN 36120 SEC 64  Sep 8-17  TTh  1:00 p.m.-3:00 p.m.

CRN 36121 SEC 65  Oct 6-15  TTh  1:00 p.m.-3:00 p.m.

CRN 36122 SEC 66  Nov 10-19  TTh  1:00 p.m.-3:00 p.m.

CRN 36123 SEC 67  Dec 8-17  TTh  1:00 p.m.-3:00 p.m.

Take this 4 part workshop series to learn about computer basics, as well as some of the many tools available to keep you organized and connected. 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 Google Apps, and much more. Beginners welcome! This workshop will be offered on the Zoom platform.

$0
Corporate and Professional Education

Successfully Starting Your Own Business • BUSN 001 • 3 sessions
CRN 35086 | SEC 51 | Jul 1-Mar 31 | 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, startup, 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

Explore 250 Legitimate HomeBased Business Ideas • BUSN 002 • 1 session
CRN 36095 | SEC 51 | Oct 5 | M | 7:01 p.m.-9:00 p.m.

Tired of working for someone else and need more money? Turn your talents and hobbies into profits at home by learning how to start a home based business from a Chamber of Commerce past president and successful California entrepreneur. Learn:
- mandatory legal documentation
- many ways to market your product/service
- how to take tax deductions
- more than 100 home business ideas
- FREE future Q&A opportunities
A comprehensive homebusiness startup workshop, if you really want to succeed in a home business, this stepbystep session is a must! Instructor: LeeAnne Krusemark.
$65

Professional Bartender
FOOD 002 • 7 sessions
CRN 35974 | SEC 51 | TBA

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. The program location 164 Race Street, Holyoke, MA 01040
$269

How to Start a HomeBaking Business
FOOD 058 • 6 sessions
CRN 36098 | SEC 51 | Oct 8-Nov 12 | Th | 6:00 p.m.-7:30 p.m.

Have you always dreamed of selling your baked creations? Do your friends come to you to make cakes for their parties, pies for their holiday celebrations or cookies for their sweet cravings? Sign up now to learn How to Start a HomeBaking Business. Six, 90-minute sessions you will learn how to create a business plan, rules and regulations that must be followed, recipe costing, financial projections, selling and marketing tools, tailored to the unique needs of your business. Instructor: Maria MorenoContreras. $199

Getting Paid to Talk
CRER 003 • 1 session
CRN 36077 | SEC 51 | Dec 8 | 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 25 | 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 16 | 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
In this 5 part series, you’ll build skills to help you achieve peak performance in work and life. The series lays the foundation for developing the discipline and tools to increase your personal effectiveness, your effectiveness with others, and building the critical thinking and problem solving skills you need to achieve exceptional results. The series includes five interactive workshop sessions. Take anyone or all five classes. Critical Thinking – use a systematic approach to understand and evaluate data, ideas, beliefs and values. Understand the connections and think rationally and clearly about information sources. Instructor: Susan Drummy. $75

Critical Thinking
CRER 060 • 1 session
In this 5 part series, you’ll build skills to help you achieve peak performance in work and life. The series lays the foundation for developing the discipline and tools to increase your personal effectiveness, your effectiveness with others, and building the critical thinking and problem solving skills you need to achieve exceptional results. The series includes five interactive workshop sessions. Take anyone or all five classes. Critical Thinking – use a systematic approach to understand and evaluate data, ideas, beliefs and values. Understand the connections and think rationally and clearly about information sources. Instructor: Susan Drummy. $75

Problem Solving
CRER 061 • 1 session
In this 5 part series, you’ll build skills to help you achieve peak performance in work and life. The series lays the foundation for developing the discipline and tools to increase your personal effectiveness, your effectiveness with others, and building the critical thinking and problem solving skills you need to achieve exceptional results. The series includes five interactive workshop sessions. Take anyone or all five classes. Critical Thinking – use a systematic approach to understand and evaluate data, ideas, beliefs and values. Understand the connections and think rationally and clearly about information sources. Instructor: Susan Drummy. $75

Emotional Intelligence
CRER 062 • 1 session
In this 5 part series, you’ll build skills to help you achieve peak performance in work and life. The series lays the foundation for developing the discipline and tools to increase your personal effectiveness, your effectiveness with others, and building the critical thinking and problem solving skills you need to achieve exceptional results. The series includes five interactive workshop sessions. Take anyone or all five classes. Critical Thinking – use a systematic approach to understand and evaluate data, ideas, beliefs and values. Understand the connections and think rationally and clearly about information sources. Instructor: Susan Drummy. $75
Excelling Effective Supervisor
CRER 063 • 4 sessions
CRN 36092 SEC 51 Oct 6-15 Th 6:30 p.m.-8:30 p.m.
CRN 36093 SEC 52 Nov 3-12 Th 6:30 p.m.-8:30 p.m.

Supervising others can be a difficult job. You must manage your own time and projects, help team members solve problems and complete tasks, and help the organization overcome operational issues; your day is already full! This training will equip professionals with practical tools that can be put in place immediately to help build energy, enthusiasm and efficiency. Sessions will cover expectation setting, SMART goals, delegation, conflict resolution, and performance management. Learn to lead the result-driven team that others want to follow!
Instructor: Surilene Waites.
$200

ServSafe Prep. & Exam
CWD 026 • 2 sessions
CRN 35089 SEC 64 Sep 14-21 M 6:30 p.m.-9:30 p.m.
CRN 35089 SEC 65 Oct 19-26 M 6:30 p.m.-9:30 p.m.
CRN 35088 SEC 66 Nov 16-23 M 6:30 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 7th Ed, English) not included but may be purchased from popular booksellers.
$109

ServSafe Renewal
CWD 815 • 1 session
CRN 35088 SEC 64 Nov 23 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.
$77

TIPS • CWD 451 • 1 session
CRN 35118 SEC 64 Oct 5-6 MT 5:30 p.m.-8:30 p.m.
CRN 35145 SEC 65 Nov 9-10 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 TBA
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

TESTING SERVICES

ACT WorkKeys Exams
Proficiency Certificate for Teaching Assistants (PCTA)
National Career Readiness Certificate (NCRC)
Go to hcc.edu/testing to schedule your test appointment.

CASTLE Worldwide
Go to www.castleworldwide.com to register

Crane Institute of America (CIC)
Go to craneinstitute.com

Elaine Hébert-Dancik
Testing Center Coordinator
p: 413.552.2112  ehebertdancik@hcc.edu
f: 413.552.2745  testing@hcc.edu

GED
Go to ged.com

Get-College-Credit Exams
CLEP, DSST
Go to hcc.edu/testing to schedule your test appointment.

GRE and TOEFL
CLEP, DSST
Go to www.ets.org for registration information

HiSET Testing (Formerly GED)
Contact 413.522.2292 or hiset.ets.org to register

Kryterion
Go to www.kryteriononline.com to register

Law School Admissions Council
LSAC and MPRE
Go to www.lsac.org for registration information.

Pearson VUW
Contact the testing center to register or go to www.pearsonvuw.com.

PSI/COMIRA
Go to catsdoor04.com/cbt/online/login.jsp

ServSafe Exams
Go to servsafe.com to purchase your exam.
Go to hcc.edu/testing to schedule you test appointment.

Distance Learning Proctored Exams
Contact us to make an appointment to have your distance learning exams professionally proctored.
Provide our contact information to your institution and your exam will be forwarded to us.

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

Personal Enrichment 413.552.2123
Register online: www.hcc.edu/bce
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 PDPs in these accredited, self-paced and user-friendly programs. You’ll have telephone access with instructors during “office hours” and email access with a guaranteed 24-hour response time. Once HCC receives your registration, we will communicate your registration to VESi. Courses are offered in both undergraduate (UPDL) and graduate (GPDL) professional development levels.

For information: Call Community Education at 413.552.2123 or 413.552.2075, go to virtualeduc.com/holyoke, or go to hcc.edu/bce.

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Undergraduate PDPs: 30 Fee: $225
Graduate PDPs: 40 Fee: $285

Undergraduate PDPs: 45 Fee: $255
Graduate PDPs: 55 Fee: $305

For detailed course descriptions or to sign up online, go to hcc.edu/bce
AMA Communication Skills for Managers • CWD 507 • 5 sessions
CRN 35000  SEC 64  TBA
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 • 5 sessions
CRN 35001  SEC 64  TBA
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.
$325

Facebook & LinkedIn
CWD 616 • 1 session
CRN 35002  SEC 64  TBA
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 35003  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).
Introductions to Networks: Exploring the Network, Operating System, Network Protocols and Communications, Network Access, Ethernet, Network Layer, Transport Layer, IP Addressing, Subnetting IP Networks, Application Layers. Note: No class on October 10th
$849

Preparation for the Real Estate Salesperson’s Licensing Exam
CWD 829 • 11 sessions
CRN 35093  SEC 64  MWTh 6:00 p.m.-9:30 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. 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  Sep 19  S 9:00 a.m.-12:00 p.m.
CRN 35095  SEC 65  Oct 5  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

Advanced Call Center & Customer Service Training • CWD 845 • 50 sessions
CRN 35063  SEC 64  TBA
Developed in conjunction with local companies, this is an excellent training options for a noncollege grad interested in customer support, call center operations, telemarketing, sales, etc. All trainees must take the foundational skills training in customer service. Classes include Business Etiquette, Sales and Math for Business.

Key Foundational competencies that will be addressed are service, communications, computer applications and conflict resolution. The training will prepare participants for entry level positions in customer service, call center operations and sales. For more information, call (413) 552-2086.

OSHA 10 Construction Safety
CWD 863 • 3 sessions
CRN 35114 SEC 64  Sep 22-29  TTh 9:00 a.m.-12:30 p.m.
CRN 35130 SEC 65  Oct 20-27  TTh 6:00 p.m.-9:30 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.

Introduction to Cleaning Room Training • CWD 927 • 6 sessions
CRN 35573 SEC 64  TBA
Provide a hands-on, contextual introduction to cleanroom practices and procedures. The course will provide background on cleanroom environments, including focus on why cleanrooms are utilized within industry. In addition, this course will explore various 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.
$0

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, decisionmaking, 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.
$200

EMT-B (Emergency Medical Technician Basic Course) (HCC)
CERT 004 • 38 sessions
CRN 35815 SEC 52  Sep 14-Dec 16  MW 6:00 p.m.-9:30 p.m.
CRN 35815 SEC 52  Sep 14-Dec 16  S 9:00 a.m.-3:00 p.m.
Program consists of upwards of 170 hours in class and online 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 at (413)552-2123 or vsemyrog@hcc.edu
$1099

EMT-B (Emergency Medical Technician Basic Course) (Ware)
CERT 004 • 38 sessions
CRN 35815 SEC 52  Sep 14-Dec 16  MW 6:00 p.m.-9:30 p.m.
CRN 35815 SEC 52  Sep 14-Dec 16  S 9:00 a.m.-3:00 p.m.
Program consists of upwards of 170 hours in class and online 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 vsemyrog at (413)552-2123 or vsemyrog@hcc.edu. 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  Online  
CFRE (Certified Fundraising Executives) Credits: 36 CEUs: 6 Access Time to Complete: 1 Year  
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 35070 SEC 51  Online  
Because corporate highers 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

Online Certificate in Innovation & Critical Thinking  
CERT 016  
CRN 35703 SEC 51  Online  
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 helps you become reacquainted 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

Online Certificate in Cybersecurity  
CERT 018  
CRN 35808 SEC 51  Online  
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 Courses can be taken in any order. This certificate has no textbooks or prerequisites. Courses include:  
- Asset Security  
- Communications and Network Security  
- Identity and Access Management  
- Security and Risk Management  
- Security Assessment and Testing  
- Security Engineering  
- Security Operations  
- Software Development Security  
$999

Online Certificate in Project Management  
CERT 021  
CRN 35828 SEC 51  Online  
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, realworld 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 $999

Introduction to Grant Writing Online  
CERT 023  
CRN 36034 SEC 51  Online  
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.

**Commercial Drivers License**

**Commercial Driver’s License Class B Training Program (50 hours) • CMDL 019**

CRN: 35071  SEC 51  TBA

Train for a lucrative new career without quitting your day job! Offered in association with TriState CDL, this program includes classroom and onthe 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: 35070  SEC 51  TBA

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 TriState CDL.

$2999

**Scale & Proportion**

**HOME 004 • 7 sessions**

CRN: 35111  SEC 51  Wed 6:00 p.m.-8:00 p.m.

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

$179

**Textiles & Materials**

**HOME 005 • 7 sessions**

CRN: 36112  SEC 51  Oct 28-Dec 16  Wed 6:00 p.m.-8:00 p.m.

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

$179

**Home Builders/ Remodelers 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, SubContractor 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 please 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 realworld building envelope failure.

**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 leadbased paint, dust and debris, and the associated health risks and effects of lead exposure. Includes discussion on what homes have leadbased paint, the differences between EPA and MA regulations, onsite supervisors requirements, required documentation for employees, OSHA, required record keeping and appropriate construction practices. To register go to: https://hbrama.education/.

$39

**Avoiding Costly Construction Mistakes (2 hours) • HBRA 007**

CRN: 35841  SEC 51

Covers improper site preparation and grading, foundation mistakes, the benefits of water proofing vs. damp proofing, vapor retarders, backfill and control joints. Special attention to discussing sill anchor bolt placement, attached and freestanding decks and floor cantilevering, load bearing, proper house wrapping techniques, re roofing, 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**

CRN: 35842  SEC 51

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

**CORPORATE & PROFESSIONAL DEVELOPMENT**

**TEXTILES & MATERIALS**

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$39
HVAC systems and the energy implications of the relationship between the building envelope and HVAC systems. At the conclusion of this program, you will 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**

CRN 35843  SEC 51

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 noncompatible 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

**Flying Drones for Profit, Public Safety & Commercial Applications: Preparation for the FAA Exam SFTY 003 • 4 sessions**

CRN 35943  SEC 51  TBA

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 hands-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

$39

**Advanced RAD TrainingSFTY 006 • 5 sessions**

CRN 36075  SEC 51  Sep 28-Nov 2  M 6:15 p.m.-8:15 p.m.

Program includes lecture, discussion and selfdefense 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.
$315

**Aerosol/BasicSFTY 009 • 4 sessions**

CRN 36115  SEC 51  Nov 9-30  M 6:15 p.m.-8:15 p.m.

Using the proven R.A.D. Systems philosophy, A.D.O. destroys the myths and manufacture hype about pepper spray effectiveness and even its ability to deter a Committed Focused Aggressor. Learn the most realistic methods for accessing, deploying and assisting the aerosol defense option; and if it fails to work (and it may), learn the proven backup strategies needed for successful escape. Instructor: Kelly CournoyerCronk.
$35

**Testing & Test Preparation**

**Preparation for the HiSET (Holyoke) TEST 001 • 24 sessions**

CRN 35489  SEC 51  TBA

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 5522324. 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
PERSONAL ENRICHMENT

Educational, inspirational, and fun courses to enhance skills, build hobbies or generally improve your personal life.

Expression ........................................... 17
Health and Fitness. ............................... 18
Legal ..................................................... 20
Lifelong Learners (55+) ......................... 20

Beginning Watercolor Painting (Ware)
ARTS 008 • 7 sessions
CRN 35992   SEC 51   Sep 3-Nov 4   W   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, stilllife, and human figures. All levels welcome but will be geared to beginners. Materials are not included but expect to spend approximately $100. Instructor: Melissa Pandina.
The program scheduled in E2E: Quaboag Region Workforce & Training Center, 79 Main Street, Ware, MA 01082
$189

Beginning Digital Photography
ARTS 010 • 4 sessions
CRN 35046   SEC 51   TBA
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 007 • 4 sessions
CRN 35047   SEC 51   TBA
Refine your color picturemaking 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, closeup nature photos and more. Course is structured around student needs and includes instructor/group critiques. Instructor: Dino Diaz
$179

Beginning Drawing (Ware)
ARTS 019 • 7 sessions
CRN 35991   SEC 51   Oct 8-Nov 19   Th   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.
The program scheduled in E2E: Quaboag Region Workforce & Training Center 79 Main Street, Ware, MA 01082
$189

Introduction to Pastel
ARTS 056 • 7 sessions
CRN 36005   SEC 51   Sep 21-Nov 9   M   6:15 p.m.-9:15 p.m.
Did you love drawing with chalk as a child? Then this class is for you. Pastels are softer and more vibrant than your childhood chalk. Laying at the midpoint between drawing and painting, final pieces can be either emotive and painterly or detailed and realistic. In this class we will look at landscapes, portraits and still lifes as subjects. We will be discussing hard and soft pastels, pastel pencils, paper choices, fixatives and how to blend and use colors and different techniques to get different results. Come to play and get your hands dirty. Materials not included; expect to spend approximately $100. Instructor: Melissa Pandina.
$189
Watercolor Journaling

ARTS 059 • 2 sessions
CRN 36107 SEC 51 Oct 17-24 $ 100 a.m.-4:00 p.m.

Capture the beauty of the New England landscape in Watercolor. Mixing watercolors and pen drawings is a fast easy way to capture a landscape. You will learn basic water color and drawing techniques in this 2 day intensive workshop. Learn to capture light and space in and outdoor natural setting. Focus will be placed on composition atmospheric perspective and paint handling. This workshop is open to beginning and intermediate painters. $16 material fee will provide a portable watercolor and watercolor journal. Instructor: Melissa Pandina. $205

Beginners on Mandala Dot Painting

ARTS 060 • 1 session
CRN 36088 SEC 51 Oct 29-Mar 31 Th 6:00 p.m.-8:00 p.m.

This class teaches the student the creative Art of Dot Painting on rocks, canvas, art tiles, glass, and other items. The class offers a brief history of the Mandala, its symbols, and what the shapes represent. It explains how dots can be used to create beautiful painting. It teaches the student the tools needed to create their own Dot painting. It’s a fun, relaxing, creative, and simple way to create your own design, it helps with Stress Mangement. Materials cost is about $30 not included in the program cost. Instructor Sherry Mitchell. $75

Introduction to Oils

ARTS 061 • 7 sessions
CRN 36106 SEC 51 Oct 6-Nov 17 T 6:15 p.m.-9:15 p.m.

Explore oil painting with no fear. We will be walking throw step by step process create successful paintings each time. Starting with under paintings and ending in glazing. In the first class you will experiment with brush vs palette knife paintings. We will explore different techniques to get to your desired style. In following classes you will put use what you learned create 1 or 2 finished paintings. Best of all we will be using low odor products. All levels welcome but class is geared to beginners. Materials around $100 NOT included. $189

Expression

Piano for Pleasure: Private Lessons for Adults • EXPR 009 • 8 sessions
CRN 35248 SEC 51 Sep 7-Oct 2 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 12 $164

Individual Voice Lessons
EXPR 025 • 7 sessions
CRN 36110 SEC 51 Sep 16-Oct 28 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

Piano Lessons for Adults. It’s Never Too Late to Start
EXPR 046 • 8 sessions
CRN 35832 SEC 51 Sep 16-Nov 4 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 16-Oct 7 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 Oct 19-Nov 9 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

$99

Health and Fitness

Open Fitness - HLTH 001
CRN 36118 SEC 51 Sep 1-Dec 31 MTWThF 6:00 a.m.-9:00 p.m.
CRN 36118 SEC 51 Sep 1-Dec 31 SuS 8:00 a.m.-10:00 p.m.

Enrollment provides you with MonSun access to HCC’s fitness center which includes more than 65 pieces of stateoftheart strength and cardiovascular equipment. Workout around your schedule and renew your commitment to great health! Includes: Body Masters Selectorized Circuit Training Equipment, Stairmaster steppers, the latest in sophisticated plate loaded and weight equipment. Concept 2 rowing ergometers, Stairmaster Freeclimbers, Precor upright and recumbent bikes, Stairmaster and Woodway treadmills among many others. Open Fitness orientation Tuesday, September 1st at 6pm at the Bartley Center.

$99

Introduction to Qigong/Tai Chi
HLTH 006 • 8 sessions
CRN 35695 SEC 51 Oct 14-Dec 9 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.

No class November 21

$99

Pilates Bodies
HLTH 009 • 14 sessions
CRN 35354 SEC 51 Sep 8-Dec 8 T 5:15 p.m.-6:15 p.m.
CRN 35356 SEC 52 (BC Members) Sep 8-Dec 8 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 your concentration. Modifications will be taught and the workout intensity can be easily adjusted to accommodate all levels of fitness. Bring a small towel to class. Instructor: Mary Shelasky.

$129 (51)
$69 (52)

Quick Step into Fitness
HLTH 010 • 14 sessions
CRN 35355 SEC 51 Sep 8-Dec 8 T 4:30 p.m.-5:00 p.m.
CRN 35357 SEC 52 (BC Members) Sep 8-Dec 8 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.

$74 (51)
$39 (52)
Personal Enrichment 413.552.2123

Reiki 1 Certificate Program
HLTH 060 • 4 sessions
CRN 36085 SEC 51 Sep 10-Oct 11 Th 6:00 p.m.-8:00 p.m.
Reiki 1: class teaches the history of Reiki and how the body heals better in a state of relaxation. It helps with Stress Management and Anxieties. It teaches the student how to utilize (7) seven energy centers/Chakras through colors, mediation, and candles, and crystals. How to balance and unblock your energy centers/Chakras. It teaches about the positive and negative sides of our energy centers/ chakras. It shares how “Attitudes can make or break a home, community, or church. It introduces the student to Animal wisdom and how animals affect our lives. It shares the connection between Mother Nature and our energies as well as spices, music, and art can help reduce stress and promote healing. Instructor Sherry Mitchell. $125

Reiki 2 Certificate Program
HLTH 061 • 2 sessions
CRN 36086 SEC 51 Oct 8-15 Th 6:00 p.m.-8:00 p.m.
Reiki 2: is about learning how to practice Reiki on another person or even animal. It teaches the Reiki symbols and introduces Reiki healing from a distance. It teaches more about crystals and their connection to our world and our Chakras. Teaches hands on off techniques as well as Pendulum assessments of energy centers, to help unblock and balance centers and assist others to relax, destress, and help with the healing process. A sample contract provided that promotes ethical and honest practices as one starts their own Reiki business for a fee. Instructor Sherry Mitchell. Prerequisite for Reiki 2: Proof of Certification in Reiki I with a Certified Reiki Master. $99

Animal Reiki Communication Class
HLTH 062 • 1 session
CRN 36087 SEC 51 Oct 22 Th 6:00 p.m.-8:00 p.m.
Animal Reiki Communication Class: is designed to help those who are certified in Reiki communicate and aid in the healing process with animals. The class introduces the student to Animal wisdom and how animals affect our lives. It teaches the student about the (7) seven animal energy centers/Chakras and techniques on how to work with domestic animals such as dogs, cats, birds, and horses. It teaches one to one healing and distance healing techniques. It teaches the student how to use a Pendulum to help assist in the assessment of the energy with the Chakras. Instructor Sherry Mitchell. Prerequisite for Animal Reiki Communication: must be certified in Reiki I and Reiki 2 by a Certified Reiki Master. $99

Basic Conversational French 1
LANG 005 • 7 sessions
CRN 35796 SEC 51 Sep 9-Oct 21 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 28-Dec 16 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 25. $179

Conversational Polish
LANG 007 • 7 sessions
CRN 36113 SEC 51 Sep 10-Oct 22 Th 6:00 p.m.-8:00 p.m.
An introduction covering the first building blocks needed for achieving proficiency in speaking and understanding Polish including a review of Polish culture, customs, history, and Polish influences throughout the world. You’ll finish the workshop having had some degree of success in conversing in Polish. Instructor: Bozena Jaworowski. $179

Basic Conversational Spanish 1
LANG 008 • 7 sessions
CRN 35810 SEC 51 Oct 13-Nov 24 Th 6:00 p.m.-8:00 p.m.
An introduction to basic Spanish language. Covering words, phrases, asking questions and providing answers. The first building blocks needed for achieving proficiency will be emphasized. Finish the workshop having some confidence in speaking Spanish. Instructor Karolina Kopczynski. $179

Spanish for Healthcare Professionals
LANG 043 • 10 sessions
CRN 36328 SEC 51 Sep 16-Nov 18 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. Instructor Karolina Kopczynska. $284

Conversational Polish 2
LANG 044 • 7 sessions
CRN 36114 SEC 51 Oct 29-Dec 17 Thu 6:00 p.m.-8:00 p.m.
Build upon key sounds, vocabulary, and phrases, Use everyday expressions: discuss topics such as shopping, holidays and travel and making arrangements while having fun in the process. Instructor: Bozena Jaworowski. $179

Legal

Landlord Tenant Law: How To Be a Smart Landlord
LEGL 001 • 2 sessions
CRN 35388 SEC 51 Nov 12-19 Thu 6:00 p.m.-9:00 p.m.
Whether you are renting a singlefamily house or multiple units at multiple properties, this class provides property owners with a basic understanding of how to avoid running afoul of tenantlandlord laws. Covers the 'life cycle of a tenancy' including: leases, tenanciesatwill, 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 5-28 MW 6:00 p.m.-7:00 p.m.
Estate Planning and Elder Law Attorney Karen G. Jackson will explain the importance of each document in the basic Estate plan; Trusts, Probating a Will, Medicare Tips and Traps, Home Care Payment options, and how to save the assets from the nursing home bill.
Session One: The Core Estate Plan The importance of the “Big Five”: explaining the importance of the critical Estate Planning documents, the Will, Health Care Proxy, Durable Power of Attorney, HIPAA Release, Advance Directive, and Homestead. These documents serve numerous purposes, including avoiding Guardianship and Conservatorship proceedings in Probate Court. October 5 & 7, two one hour classes.
Session Two: Trusts, Probating a Will, Medicare, and Home Care Payment options When a Trust is needed and the different types of Trusts: Irrevocable, Revocable and Supplemental Needs Trusts; Medicare Hot Topics; and, Home Care programs – October 19 & 21 (skipped Oct 12 as it’s Columbus Day), two one hour classes.
Session Three: Medicaid Planning – Medicaid (MassHealth in Massachusetts) pays the nursing home bill. Techniques to save the assets from the nursing home bill. Such tools include the Life Estate Deed, Long Term Care Insurance, Irrevocable Trust, Medicaid Qualified Annuity, and Caregiver Child exception. The basic Medicaid rules will be explained. No class October 12.
The price for each session is $50.00. If you sign up for all three sessions, you pay the discounted price of $99.00.
$99

The Core Estate Planning
LEGL 012 • 2 sessions
CRN 36089 SEC 51 Oct 5-7 MW 6:00 p.m.-7:00 p.m.
The Core Estate Plan The importance of the “Big Five”: explaining the importance of the critical Estate Planning documents, the Will, Health Care Proxy, Durable Power of Attorney, HIPAA Release, Advance Directive, and Homestead. These documents serve numerous purposes, including avoiding Guardianship and Conservatorship proceedings in Probate Court.
$50

Trusts • LEGL 013 • 2 sessions
CRN 36090 SEC 51 Oct 19-21 MW 6:00 p.m.-7:00 p.m.
Trusts, Probating a Will, Medicare, and Home Care Payment options When a Trust is needed and the different types of Trusts: Irrevocable, Revocable and Supplemental Needs Trusts; Medicare Hot Topics; and Home Care programs. Instructor: Atty. Karen Jackson. No class October 12.
$50

Medicaid Planning
LEGL 014 • 2 sessions
CRN 36091 SEC 51 Oct 26-28 MW 6:00 p.m.-7:00 p.m.
Medicaid Planning – Medicaid (MassHealth in Massachusetts) pays the nursing home bill. Techniques to save the assets from the nursing home bill. Such tools include the Life Estate Deed, Long Term Care Insurance, Irrevocable Trust, Medicaid Qualified Annuity, and Caregiver Child exception. The basic Medicaid rules will be explained. Instructor: Attorney Karen Jackson.
$50

PERSONAL ENRICHMENT

Lifelong Learners (55+)

Memory, Dementia & Alzheimer’s
LIFE 012 • 1 session
CRN 35976 SEC 51 Oct 8 Thu 1:00 p.m.-3:00 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 mildimpairment, 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

Gettysburg Campaign
LIFE 038 • 4 sessions
CRN 36082 SEC 51 Sep 3-24 Thu 6:30 p.m.-8:00 p.m.
Gettysburg Campaign: This fierce battle in the tiny crossroads town of Gettysburg in 1863 was so much more than three days. Learn about the events leading up to this accidental meeting of two powerful armies in south central Pennsylvania. How influential were the commanders? How effective was the terrain? What could have been different? All the details are explained in this course. Read first hand accounts, hear what the soldiers who were there had to say. Then learn about what became of the battlefield: how it was preserved, and then turned into a National Park and who was behind it. You will also explore the monuments, their symbolism and significance. Instructor: Kristie Poehler
$150

Retirement Planning
MONY 009 • 2 sessions
CRN 35995 SEC 51 Oct 8-15 Thu 6:00 p.m.-9:00 p.m.
CRN 35996 SEC 52 Oct 8-15 Thu 6:00 p.m.-9:00 p.m. (2nd seat)
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; 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

BUSINESS AND COMMUNITY EDUCATION
Save Money with Extreme Couponing
MONY 059 • 1 session
CRN 36096 SEC 51 | Oct 8 | Th | 6:00 p.m.-7:00 p.m.
Tired of working for someone else and need more money? Turn your talents and hobbies into profits at home by learning how to start a home based business from a Chamber of Commerce past president and successful California entrepreneur. Learn:
* mandatory legal documentation
* many ways to market your product/service
* how to take tax deductions
* more than 100 home business ideas
* FREE future Q&A opportunities
A comprehensive home business startup workshop, if you really want to succeed in a home business, this step by step session is a must! Instructor: LeeAnne Krusemark. $35

Earn Extra Money with a Mystery Shopping Business
MONY 060 • 1 session
CRN 36097 SEC 51 | Oct 5 | M | 6:00 p.m.-7:00 p.m.
Have you ever wanted to become a Secret Mystery Shopper? Have you seen ads telling you how to become a shopper, but only if you send them a lot of money? You do not have to pay to begin your new career in this exciting field. You will learn how to start your business endeavor (participants must attend “Explore 250 Legitimate Home Based Business Ideas”) and you will also learn how to:
* create a mystery shopping profile
* sign up with many mystery shopping companies WITHOUT FEES!
* avoid the pitfalls and scams
* become a Merchandiser too for extra income
With a few simple steps, you can start Mystery Shopping today! Instructor: LeeAnne Krusemark. $35

Social Security Income Enhancing Strategies • MONY 062 • 1 session
CRN 35597 SEC 51 | Oct 19 | M | 6:00 p.m.-8:00 p.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

Achieving a Financially Secure Future • MONY 071 • 2 sessions
CRN 35826 SEC 51 | Sep 14 & 21 | M | 6:00 p.m.-8:30 p.m.
CRN 36109 SEC 52 | Sep 28-Oct 5 | M | 6:00 p.m.-8:30 p.m.
Learn about what makes up a strong financial foundation, how to create and set goals for retirement using time tested principals of sound investing. We’ll discuss expected and unexpected financial risks and options to mitigate them. What impact can taxes have on your retirement savings and what makes a tax efficient strategy? Learn from Registered Financial Advisor Jeff Still about converting your retirement savings into an income once the paychecks stop. $49

Protecting Your Financial Nest Egg a class for Seniors & Retirees
MONY 072 • 2 sessions
CRN 36116 SEC 51 | Oct 19 & 26 | M | 6:00 p.m.-8:30 p.m.
CRN 36117 SEC 52 | Nov 2 & 9 | M | 6:00 p.m.-8:30 p.m.
Protecting your retirement nest egg a class for Seniors and Retirees. The topics will include:
• What’s the best way to access your money in retirement?
• How can you be sure that you won’t outlive your assets?
• How will you pass your assets to your heirs?
• What will happen if you or your spouse need long term care and how will that change your financial picture?
• Who will you rely on for information?
• The ten most common mistakes made in estate planning
Instructor: Jeffrey Still
$49 (51) $79 (52)
Prepare for a New Career in a Growing Industry
The Cannabis Education Center provides skilled workforce training to prepare our students for lucrative careers in the cannabis industry, public education events around opportunities and entrepreneurship, and social equity training through the state’s Cannabis Control Commission’s program.

Patient Advocate/Bud Tender
A Patient Advocate or Bud Tender works at a cannabis dispensary and interacts with patients and customers, answers questions, and provides the correct information for registered cannabis patients, caregivers, and customers making purchases.

Cannabis Cultivation Assistant
A Cannabis Cultivation Assistant assists the cannabis grow team with the activities of cultivating cannabis in all areas of the grow operation.

Cannabis Extraction Technician Assistant
A Cannabis Extraction Technician Assistant has the skills to support safely extracting useful molecular components from cannabis and hemp using various techniques, including both solvent and solventless extractions such as carbon dioxide, ethanol, hydrocarbons, and more.

Cannabis Culinary Assistant
A Cannabis Culinary Assistant is responsible for a variety of cooking, baking, and infusing cannabis- or hemp-based products with extracts.

ABOUT THE CANNABIS EDUCATION CENTER
The Cannabis Education Center is a partnership to create an innovative learning space for those interested in joining the cannabis workforce as an employee or entrepreneur.

For more information visit cannabiseducationcenter.org
FREE/SUBSIDIZED CLASSES
FOR UNEMPLOYED & UNDEREMPLOYED

These grant-funded short-term programs lead directly to a job, and are offered at no cost to participants.

CULINARY & HOSPITALITY/ESOL
Training in job skills and language skills for individuals whose first language is not English.

JOB READINESS & TRAINING
A free program that offers you support from job prep to placement.

JUMP START
Short-term training programs and job placement.

LINE COOK TRAINING
Cooks! Food prep workers! Are you ready to take your skills and career to the next level?

NURSE AIDE/HOME HEALTH AIDE/ESOL
Holyoke Works and HCC are offering classes for non-native speakers of English to improve language and math skills, and prepare to pass the MA Nurse Aide Certification Test.

SNAP PATH TO WORK
Individuals receiving non-cash SNAP benefits through the MA Department of Transitional Assistance are eligible to apply. Programs are free and include advising & employment support services.

HOSPITALITY (HOTEL)

INFORMATION TECHNOLOGY

workforce@hcc.edu
hcc.edu/job-ready
413.552.2500

Here, you can relax while testing for the LSAT, HiSET, ACT National Career Readiness Certificate, and many other college entrance and workforce certification exams.

For all testing, please call
413.552.2112
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
ADULT BASIC EDUCATION

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/GED test preparation classes – Free
- ESOL classes – Free
Includes classes by Community Education Project (CEP), Holyoke Community College Adult Learning Center (HCC/ALC), Opportunity Academy.
Contact: 413.552.2990.
Gill Technology Center: Picknelly Adult and Family Education Center (PAFEC), 1st Floor
- Math preparation classes
- Computer and Digital classes
Contact: 413.552.2299, jpedraza@hcc.edu

In Downtown Holyoke:
Gill Technology Center at PAFEC, 206 Maple St.
- HiSET/GED self-paced test preparation classes.
- Computer classes in English and Spanish.
Contact: 413.552.2939, sschmidt@hcc.edu

HCC Main Campus in Holyoke:
303 Homestead Ave., direct bus to/from downtown Springfield.
- ESOL ESL Level 1 – Free. ESL advanced levels – financial aid available.
- Transition to college and careers – Free.
Contacts:
HiSET/GED Testing: 413.552.2112, 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/GED 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
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

**Online Friendly**
Choose day, evening or weekend classes to fit your schedule, or take some (or all) of your classes online!
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
- Mathematics
- Music
- Natural Resources Studies

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
- Electronic Media
- 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

- 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

- 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
Holyoke Community College aspires to be a college of academic excellence known for helping students overcome barriers to success.

Holyoke Community College offers top-tier Corporate and Professional Education, Personal Enrichment and Academic Programs.

Corporate and Professional Education
HCC offers a variety of classroom and online courses to help people develop skills to start a new career or enhance existing career skills. Earn a certificate, update industry credentials or start on a path toward a degree.

Pages 05 - 15
- Business, Entrepreneurship, Leadership, Marketing and Team Building
- Computers and Technology
- Occupational Training
- Testing
- Customized Professional Development

Personal Enrichment
Educational, inspirational, and fun courses to enhance skills, build hobbies or generally improve your personal life.

Pages 16 - 21
- Arts, Music and Dance
- Baking and Cooking
- Health and Fitness
- Home and Garden
- Languages
- Life Long Learners
- Money and Investment
- Outdoor and Leisure

Academic Certificate and Degree Programs – page 29
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:

Last name: ______________  First name: ______________

Date of birth: ______________  Phone: ______________  Email: ______________

Street address: ________________________________________________________________

City: ______________  State: ______________  Zip code: ______________

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

Signature: ________________________________

Class selections:

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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: ____________________________

We strongly encourage you to use a credit/debit card for your transactions, registrations by mail may be delayed because of Covid 19.
Professional Development & Personal Enrichment Courses

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