

FALL @HCC



HOLYOKE
COMMUNITY
COLLEGE

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](https://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

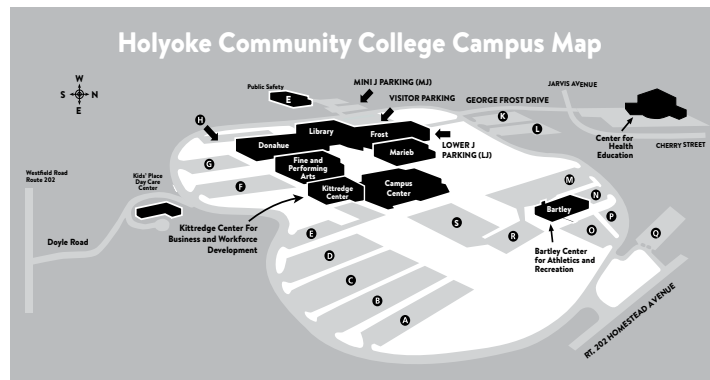
Gourmet Cooking and Baking Classes

Contact Valentyna Semyrog, 413.552.2123,
vsemyrog@hcc.edu



Classes may be remote during COVID-19.

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

BC	David M. Bartley Center for Athletics & Recreation	
CC	Campus Center	Admissions, ACT Center, Assessment Center, Bookstore and Student Engagement
CHE	Center for Health Education	
DON	Donahue	POD Cafe, Health Services, Library, OSDDS
FPA	Fine & Performing Arts	Leslie Phillips Theater, Forum Cafe
FR	Frost	ACT Center, Administration, Admissions, Assessment Center, Financial Aid, New Directions, Student Accounts, Student Records, Thrive Center
KC	Kittredge Center for Business & Workforce Development	
MRB	Marieb	Health & Life Sciences
PS	Public Safety	Campus Police, Facilities

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

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.

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.

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



HOME BUILDERS/REMODELERS OF MA COURSES

**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 Build-
ing Code**
HBRA 010

To register go to: <https://hbrama.education/>



Casino Dealer Gaming School

For training opportunities for
jobs at MGM Springfield, go
to **mccti.org**.



Training for upcoming jobs at MGM Springfield
presented by Training and Workforce Options, a
joint venture of Springfield Technical and Holyoke
Community colleges.

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	Home Builders/Remodelers of MA	14
Corporate and Professional Education	7	Testing & Test Preparation	15
Commercial Drivers License	14	Personal Enrichment	16

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



CORPORATE AND PROFESSIONAL EDUCATION



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**

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**

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

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

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



Find us on:
facebook®

www.facebook.com/HolyokeCommunityCollege

Corporate and Professional Education

Successfully Starting Your Own Business • BUSN 001 • 3 sessions

CRN 35061 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, 90minute 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 35077 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



CORPORATE AND PROFESSIONAL EDUCATION



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 faster 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 problemsolving approaches that have proven effective in other workplace settings for addressing these challenges.

\$79

Leadership Series

CRER 057 • 5 sessions

CRN 36099 SEC 51 Sep 17-Oct 15 Th 6:00 p.m.-8:00 p.m.

In this 5part 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 problemsolving skills you need to achieve exceptional results. The series includes 5 interactive workshop sessions: personal effectiveness, interpersonal effectiveness, critical thinking, problem solving,

emotional intelligence. Price for individual session \$75. Discount for anyone taking all 5 sessions \$300

Instructor: Susan Drummy

\$300

Personal Effectiveness

CRER 058 • 1 session

CRN 36100 SEC 51 Sep 17 Th 6:00 p.m.-8:00 p.m.

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 problemsolving skills you need to achieve exceptional results.

The series includes five interactive workshop sessions. Take any one, or all five classes. Personal Effectiveness – maximum your energy, skills, strengths, talents, and time to reach both work and life goals. Instructor: Susan Drummy. **\$75**

Interpersonal Effectiveness

CRER 059 • 1 session

CRN 36101 SEC 51 Sep 24 Th 6:00 p.m.-8:00 p.m.

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 problemsolving skills you need to achieve exceptional results.

The series includes five interactive workshop sessions. Take anyone or all five classes. Interpersonal Effectiveness – develop the skills needed to work and positively interact with all types of people in your professional and personal life. Instructor: Susan Drummy.

\$75

Critical Thinking

CRER 060 • 1 session

CRN 36102 SEC 51 Oct 1 Th 6:00 p.m.-8:00 p.m.

In this 5part 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 problemsolving 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

CRN 36103 SEC 51 Oct 8 Th 6:00 p.m.-8:00 p.m.

In this 5part 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 problemsolving 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

CRN 36104 SEC 51 Oct 15 Th 6:00 p.m.-8:00 p.m.

In this 5part 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 problemsolving skills you need to achieve exceptional results. The series includes five interactive workshop session. Take anyone or all five classes.

Emotional Intelligence – become effective at recognizing and navigating emotions to effectively manage relationships. Instructor: Susan Drummy.

\$75

Excelling Effective Supervisor

CRER 063 • 4 sessions

CRN 36092	SEC 51	Oct 6-15	TTh	6:30 p.m.-8:30 p.m.
CRN 36093	SEC 52	Nov 3-12	TTh	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 resultdriven team that others want to follow!

Instructor: Surlener Waitres.

\$200

ServSafe Prep. & Exam

CWD 026 • 2 sessions

CRN 35089	SEC 64	Sep 14-21	M	5:30 p.m.-9:30 p.m.
CRN 35129	SEC 65	Oct 19-26	M	5:30 p.m.-9:30 p.m.
CRN 35144	SEC 66	Nov 16-23	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 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.
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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

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		
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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 wouldbe managers taking the AMA Certificate Program.

\$325



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

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.pearsonvuew.com.

PSI/COMIRA

catsdoor04.com/cbt/online/login.jsp

ServSafe Exams

Go to servsafe.com to purchase your exam.
Go to hcc.edu/testing to schedule your 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.

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**.

COURSE/CATEGORY

UGRAD
PDPs

GRAD
PDPs

Classroom Management

Advanced Classroom Management	30	40
Behavior is Language	45	55
Building School Communities	30	40
Educational Assessment	30	40
Teaching Diversity	30	40

Common Core

Reading & Writing in Content Area	30	40
Reading Fundamentals #1	30	40
Reading Fundamentals #2	30	40
Reading Fundamentals #3	45	55
Understanding & Implementing	45	55

Common Core Standards

Teaching Elementary Math	30	40
Six Traits of Writing	30	40
Secondary Math	45	55

Differentiated Instruction

Why DI?	45	55
Try DI!	45	55

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

COURSE/CATEGORY

UGRAD
PDPs

GRAD
PDPs

Early Childhood

Infant & Toddler Mental Health	30	40
Language Acquisition for ESL	45	55
Methods and Materials for ESL	45	55

Exceptional Education

Response to Intervention	45	55
Attention Deficit Disorder	30	40
Autism & Aspergers Disorder	30	40
Learning Disabilities	45	55
Inclusion	30	40
Talented & Gifted	30	40

Violence, Bullying & Aggression

Understanding Aggression	45	55
Violence in Schools	30	40
Child Abuse	30	40
Drugs & Alcohol in Schools	30	40
Harassment, Bullying &	30	40
Cyber-Intimidation in Schools		
Traumatized Child	30	40

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

For detailed course descriptions or to sign up online, go to **hcc.edu/bce**

CORPORATE AND PROFESSIONAL EDUCATION

AMA Communication Skills for Managers • CWD 507 • 5 sessions

CRN 35100 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 35101 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 35104	SEC 64	Sep 19	S	9:00 a.m.-12:00 p.m.
CRN 35105	SEC 65	Oct 14	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).

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 Oct 1-26 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 35163 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.

CORPORATE AND PROFESSIONAL EDUCATION



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) 5522086.

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 10hour course completion card from the Department of Labor.

\$200

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 customerfacing 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 4135522122.

\$200

EMT-B (Emergency Medical Technician Basic Course) (HCC)

CERT 004 • 38 sessions

CRN 35816	SEC 51	Sep 15-Dec 17	TTh	6:00 p.m.-10:00 p.m.
CRN 35816	SEC 51	Sep 15-Dec 17	S	8:00 a.m.-4:00 p.m.

Program consists of upwards of 170 hours inclass 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)5522123 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 inclass 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)5522123 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 35703 SEC 51 Online

Because corporate higherups 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:

- Communicative 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 35704 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 help 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 <http://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

\$499

Online Certificate in Data Analytics CERT 020

CRN 35809 SEC 51 Online

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 decisionmaking tools and techniques, which tie into realworld 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
 - 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
- \$399.00

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 introductorylevel 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

CORPORATE & PROFESSIONAL DEVELOPMENT

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 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 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 36111 SEC 51 Sep 9-Oct 21 W 6:00 p.m.-8:00 p.m.

Understanding space and creating floor plans with the customer's needs in mind. Covers: furniture scale in relation to the space available for the design; traffic patterns; lighting needs; accessory proportions; and incorporating 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 W 6:00 p.m.-8:00 p.m.

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

Familiarize yourself with elements of planning and design of a superinsulated 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 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, 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

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

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

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 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
 - What physical skills you need to know to pilot an sUAS and fly state of the art sUAS proficiently
 - sUAS Mission Planning – What is your mission and how you execute with the remote sensing capabilities of an sUAS
 - How to conduct imagery analysis using open source and commercial mapping programs and more.
- \$315

Advanced RAD Training SFTY 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 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. No class October 12.

\$45

Aerosol/Basic SFTY 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.

Expression17

Health and Fitness.....18

Legal 20

Lifelong Learners (55+) 20

Beginning Watercolor Painting (Ware)

ARTS 008 • 7 sessions

CRN 35952 SEC 51 Sep 23-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 it 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 011 • 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 35951 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 058 • 7 sessions

CRN 36105 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 S 10:00 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 Management. 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 through 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-Nov 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) Instructor: Richard Marcil.
\$164

PERSONAL ENRICHMENT



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

\$59

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.-1:00 p.m.

Enrollment provides you with MonSun access to HCC's fitness center which includes more than 65 pieces of state-of-the-art strength and cardiovascular equipment. Workout around your schedule and renew your commitment to great health! Includes: Body Masters Selectorized Circuit Training Equipment, Stairmaster stepmills, the latest in sophisticated plate loaded and

weight equipment, Concept 2 rowing ergometers, Stairmaster Freeclimbers, Precor upright and recumbent bikes, Stairmaster and Woodway treadmills among many others. Open Fitness orientation Tuesday, 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 Sep 8-Dec 8 T 5:15 p.m.-6:15 p.m.
(BC Members)

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 Sep 8-Dec 8 T 4:30 p.m.-5:00 p.m.
(BC Members)

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)

Yo Chi 1 • HLTH 056 • 5 sessions

CRN 35812	SEC 51	Sep 11-Oct 9	F	4:45 p.m.-5:45 p.m.
CRN 35813	SEC 52	Sep 11-Oct 9	F	4:45 p.m.-5:45 p.m.

(BC members)

This fusion of standing and floor based yoga posturs 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. Instructor: Mary Shelasky.

\$40 (51)

\$23 (52)

YoChi 2 • HLTH 056 • 5 sessions

CRN 35941	SEC 53	Oct 30-Dec 4	F	4:45 p.m.-5:45 p.m.
CRN 35942	SEC 54	Oct 30-Dec 4	F	4:45 p.m.-5:45 p.m.

(BC Members)

This fusion of standing and floor based yoga posturs 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. Instructor: Mary Shelasky.

No class November 27

\$40 (51)

\$23 (52)

BreathBodyMind

HLTH 059 • 5 sessions

CRN 36094	SEC 51	Sep 15-Oct 13	T	1:00 p.m.-3:00 p.m.
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Learn simple techniques to reduce stress and anxiety, enhance concentration, and balance your emotions. BreathBodyMind practices will acquaint your nervous system with a balance unrealized before this class. Allow yourself a more focused life, generating energy, enhancing coping skills, and good health. You will learn awareness of how your breath can agitate or comfort you. Learn how proper breathing releases just the right hormones keeping the body and mind operating optimally. You will learn how trauma and emotional stress are maintained when breathing is not done properly. The way you breathe is connected to the way you feel, whether it is chronic pain, panic attacks, asthma, sinus issues, depression, heart disease, high blood pressure, mood swings, headaches, COPD, PTSD, etc. You will learn how improper breathing can cause a "fight or flight" response to stressful situations. Also, you will learn how to stay calm when under stress through proper breath. Take BreathBodyMind to improve your health and your life.

Required reading: the healing power of breath by Richard P. Brown MD and Patricia L. Gerbarg MD
Instructor: Carol Pedigree

\$80

Reiki 1 Certificate Program

HLTH 060 • 4 sessions

CRN 36085	SEC 51	Sep 10-Oct 1	Th	6:00 p.m.-8:00 p.m.
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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.
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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 or 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 1 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.
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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 1 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.
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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.
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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.
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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	T	6:00 p.m.-8:00 p.m.
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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 36108	SEC 51	Sep 16-Nov 18	W	6:00 p.m.-8:15 p.m.
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Designed for healthcare professionals, case

PERSONAL ENRICHMENT

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 Kopczynski.

\$284

Conversational Polish 2

LANG 044 • 7 sessions

CRN 36114 SEC 51 Oct 29-Dec 17 Th 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 Th 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 onehour 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

Lifelong Learners (55+)

Memory, Dementia & Alzheimer's

LIFE 012 • 1 session

CRN 35976 SEC 51 Oct 8 Th 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 Th 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 35395 SEC 51 Oct 8-15 Th 6:00 p.m.-9:00 p.m.

CRN 35396 SEC 52 Oct 8-15 Th 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; 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. Noncredit tuition includes couples.
\$75

Save Money with Extreme Couponing

MONEY 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 homebusiness startup workshop, if you really want to succeed in a home business, this stepbystep session is a must! Instructor: LeeAnne Krusemark.

\$35

Earn Extra Money with a Mystery Shopping Business

MONEY 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 • MONEY 062 • 1 session

CRN 35397 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 • MONEY 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.
(WARE)

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

MONEY 072 • 2 sessions

CRN 36116 SEC 51 Oct 19 & 26 M 6:00 p.m.-8:30 p.m.
(HCC)

CRN 36117 SEC 52 Nov 2 & 9 M 6:00 p.m.-8:30 p.m.
(WARE)

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)

CORPORATE & PROFESSIONAL DEVELOPMENT



cannabis education center

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

POPULAR ONLINE COURSES



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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



Take advantage of our testing and assessment services.

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

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Michele Cabral, Executive Director of Community Services
Holyoke Community College, Kittredge Center 221,
303 Homestead Ave., Holyoke, MA 01040

Or email: mcabral@hcc.edu

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

LEADERSHIP SERIES

JOB ORIENTED

- Call Center (Advanced) and Customer Service Training
- Manufacturing Production Technician Training

CAREER FOCUSED

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- 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 413.552.2500
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*

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



SUCCEED

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

SUCCEED

LEARN

RE
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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

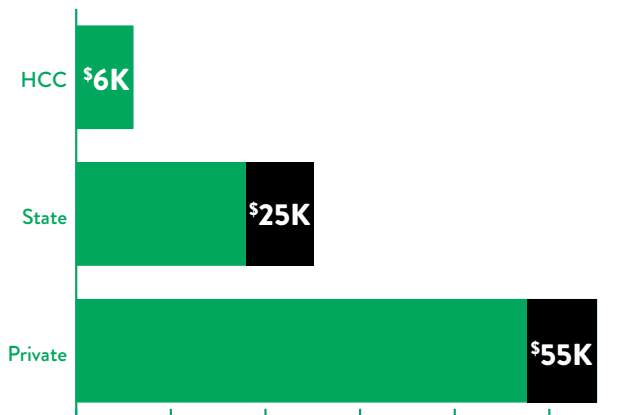


DREAM



How much will it cost?

Do the math.

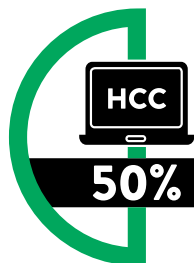
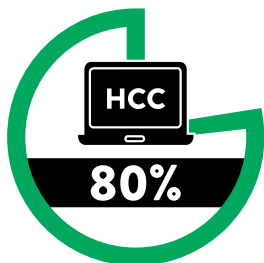
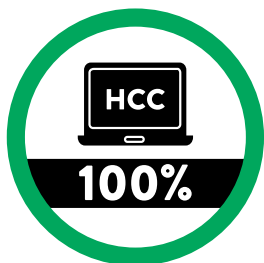


BEYOND THE CLASSROOM

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!



TRANSFER

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

HOLYOKE COMMUNITY COLLEGE

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
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
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

DEGREES & CERTIFICATES



Educate. Inspire. Connect.

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.

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**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

ENROLLMENT FORM

QUESTIONS?

hcc.edu/bce
413.552.2500
413.552.2123

NOTE:

Many courses fill fast. We suggest you register at least two weeks before class start date, or by registration deadline if noted.

If space is still available in a class, HCC can accept registration for most classes up to the business day before class starts.

How'd you hear about us?

Please check all that apply.

- | | |
|---|--|
| <input type="checkbox"/> On HCC's website | <input type="checkbox"/> Received Community Education course bulletin... |
| <input type="checkbox"/> Mailings about courses or programs | <input type="radio"/> in mail <input type="radio"/> on campus |
| <input type="checkbox"/> Email | <input type="checkbox"/> Social media |
| <input type="checkbox"/> Ad or story in newspaper/radio | <input type="checkbox"/> Other (please indicate): _____ |

About you:

Last name:	First name:
<input type="text"/>	<input type="text"/>

Date of birth:	Phone:	Email:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Street address:
<input type="text"/>

City:	State:	Zip code:
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Signature: _____

5 EASY WAYS TO REGISTER

- 1 ONLINE**
hcc.edu/bce
- 2 WALK-IN**
Kittredge Center
2nd Floor, Lobby
- 3 CALL**
413.552.2500
8:30 a.m.–3:30p.m.
- 4 FAX**
413.552.2745
- 5 MAIL**
Business & Community
Education – Kittredge Center
303 Homestead Avenue
Holyoke, MA 01040

Class selections:

Course number:	CRN:	Course title:	Tuition:
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.

- | | |
|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Visa | <input type="checkbox"/> Check |
| <input type="checkbox"/> MasterCard | <input type="checkbox"/> Money Order |
| <input type="checkbox"/> Discover | |

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.

2020

fall@HCC
fall@HCC

Holyoke Community College
303 Homestead Avenue, Holyoke, MA 01040
413.552.2500 • hcc.edu

NONPROFIT
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Professional Development & Personal Enrichment Courses

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

HOLYOKE
COMMUNITY
COLLEGE



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