

FALL

CLASSES BEGIN IN SEPTEMBER.

@HCC



**HOLYOKE
COMMUNITY
COLLEGE**

Work and learn remotely — HCC can help!
Medical Interpretation, Line Cook, Nursing Assistant,
Pharmacy Technician, VESi, MindEdge and more inside!

REGISTER NOW @ [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

Line Cook Training

ServSafe

TiPS

Contact Maria Vargas at
413.552.2122, mvargas@hcc.edu

Personal Enrichment

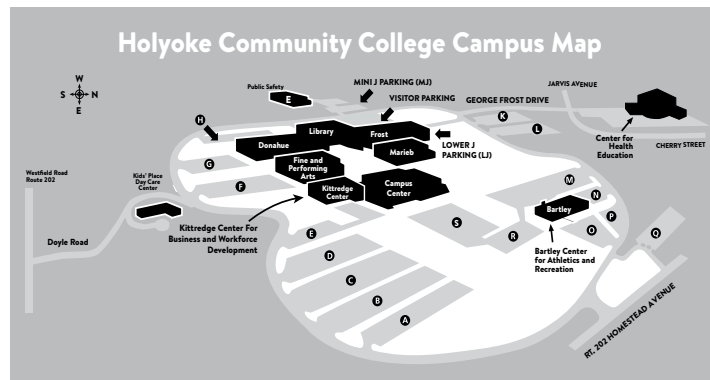
Gourmet Cooking and Baking
Classes

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.
4. 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



WANTED:

engaging faculty for courses

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

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

Or email: mcabral@hcc.edu

Conference Services & Facilities Rentals

**THE KITTREDGE
CENTER**
FOR BUSINESS AND
WORKFORCE DEVELOPMENT
HOLYOKE COMMUNITY COLLEGE



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

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

CERTIFICATE & TRAINING PROGRAMS

@ HOLYOKE COMMUNITY COLLEGE

MANAGEMENT

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

LEADERSHIP SERIES

JOB ORIENTED

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

CAREER FOCUSED

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

HEALTHCARE

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

HOSPITALITY

- Hospitality and Culinary Program *
- ServSafe Certificate Program — TIPS Training

COMPUTERS

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



SAFETY

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

OTHER

- Hypnosis (advanced) Intensive Certification

**For more information, please call 413.552.2500
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*

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 Safety16

Cannabis Education Center7

Computers & Technology

Introduction to Microsoft Word 2016 TECH 006 • 4 sessions

CRN 35480 SEC 51 Oct 12-Nov 2 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. The class will be conducted on campus. Instructor: Renee Tetrault.
\$199

Introduction to Microsoft Excel 2016 TECH 007 • 4 sessions

CRN 35465 SEC 51 Nov 9-30 T 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. The class will be conducted on campus. Instructor: Renee Tetrault.
No class November 26.
\$199

Introduction to Quickbooks 2015 TECH 010 • 4 sessions

CRN 35481 SEC 51 Oct 13-Nov 3 W 6:00 p.m.-9:00 p.m.

Includes step-by-step instructions in getting the software up and running. We'll cover invoicing for services, accounts receivable management, entering and paying bills, accounts payable management, writing checks, managing petty cash and checking accounts, reconciling bank statements. Prerequisite: PC (preferably Windows) and mouse experience and some basic bookkeeping and/or accounting experience assumed. The class will be conducted on campus. Instructor: Sara Gross.
\$199

Introduction to Microsoft Office 2016 • TECH 017 • 4 sessions

CRN 35464 SEC 51 Sep 14-Oct 5 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. The class will be conducted on campus. Instructor: Renee Tetrault.
\$199

Intermediate Quickbooks 2015 TECH 066 • 4 sessions

CRN 36073 SEC 51 Nov 10-Dec 8 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.

The class will be conducted on campus. Instructor Sara Gross.

No class November 24
\$199

Cyber Security for the Average Person • TECH 101 • 1 session

CRN 36235 SEC 51 Sep 14 T 4:30 p.m.-6:00 p.m.

Ever receive a robocall? Nervous about your online presence? Concerned about identity theft?

With all of the dangers online, it can be difficult to keep things safe. Recent developments in technology have spurred issues never before imagined. Cyber threats now include not just hacking, but ransomware attacks, social engineering, and other schemes. Criminals are going after personal accounts and information in addition to businesses.

Who Should Attend?

Anyone with a phone number and/or an email address and questions on how to keep personal information safe.

What You Will Learn:

How To Recognize And Mitigate Cyber Threats
Password Management recommendations

Social Engineering techniques

Best Practices for privacy and security

Join IT expert Scott Conrad for a seminar on keeping your personal information safe. The class conducted on campus and over Zoom.
\$49



Cannabis Education Center

Cannabis Core Curriculum

CANA 001 • 2 sessions

CRN 36189	SEC 51	Sep 4-5	SuS	9:00 a.m.-4:00 p.m.
CRN 36241	SEC 52	Oct 16-17	SuS	9:00 a.m.-4:00 p.m.
CRN 36242	SEC 53	Nov 9-17	TW	6:00 p.m.-9:00 p.m.
CRN 36243	SEC 54	Nov 29-Dec 20	M	6:00 p.m.-9:00 p.m.

The Cannabis Core program is a 12-hour educational program that provides an overview of the cannabis industry in MA and is for people looking for general knowledge as they consider a cannabis career. During four, three-hour sessions, students will interact with cannabis experts and guest speakers in reviews of the plant, various cannabis products, the endocannabinoid system, laws and prohibition, growing and plant care, labeling, packaging, testing, employment considerations, and more. This is a foundational course and is a prerequisite for the career track courses. Classes will be conducted over Zoom and/or in person at Holyoke Community College. **\$599**

Cultivation Assistant

CANA 003 • 4 sessions

CRN 36239	SEC 51	Nov 13-Dec 4	S	10:00 a.m.-11:00 a.m.
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A cultivation assistant helps the cannabis grow team with the activities of cultivating cannabis in all areas of the grow operation. The cannabis cultivation program is a 20-hour introductory course conducted over three weeks as an online four, one-hour Zoom sessions to allow students to interact with industry professionals and with each other. This course considers agriculture as a multidisciplinary activity. Both indoor and outdoor growers need to have a knowledge of plants, pests (insect, animal, fungal, bacterial, and viral), the environment, economics, and marketing. Basic language and math skills are a foundation for all of this. Students will read and interpret information on growing great cannabis; review what it takes to become a successful grower; review plant biology, soils, hydroponics, plant health, nutrition, harvesting, trimming, inventory tracking and managing plant waste. Prerequisite: Cannabis Core. Prerequisite - Cannabis Core. The program runs with 4 live zoom sessions from 10 am - 11 am on 11/13, 11/20, 11/27 and 12/4. **\$799**

Extraction Technician

CANA 004 • 4 sessions

CRN 36240	SEC 51	Sep 19-Oct 10	Su	9:00 a.m.-1:00 p.m.
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An extraction technician 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. The extraction technician program is a 20-hour introductory course conducted over three weeks as an online self-paced, instructor-led class and includes four, one-hour Zoom sessions to allow students to interact with industry experts and with one another. The curriculum gives students the basic fundamentals needed to work in a cannabis extraction laboratory. Topics covered include good lab practices; health and safety, metrics; solvent and solventless extractions; winterization; and dewaxing. Prerequisite - Cannabis Core.

The program runs with 4 live zoom sessions from 10 am - 11 am on 9/19, 9/26, 10/3 and 10/10. **\$799**

Culinary Assistant

CANA 005 • 4 sessions

CRN 36238	SEC 51	Sep 8-29	W	5:00 p.m.-8:00 p.m.
CRN36269	SEC 52	Oct 6-20		5:00 p.m.-8:00 p.m.

A culinary assistant is responsible for cooking, baking, and infusing cannabis- or hemp-based products with extracts. The culinary assistant program is a 20-hour introductory course that provides an overview of cooking and baking techniques used to create edibles. The course reviews tools, equipment, food safety, standard recipes, and dosing, and provides discussions on infused oils, sauces, chocolates, ice cream, and more. Cannabis is not used in this program. Participants will be introduced to at least four industry professionals, prepare for employment opportunities, and have the opportunity to earn ServSafe certification. Classes will be conducted over Zoom and/or in person at the MGM HCC Culinary Arts Institute. Prerequisite: Cannabis Core. All sessions of program on Zoom. **\$799**

Patient Services Associate/Retail/Budtender

CANA 006

CRN 36244	SEC 51	Oct 2-23	S	9am - noon
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A patient service assistant 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. The patient service associate program is a 20-hour introductory course scheduled over three weeks in six, three-hour sessions. During this course, students have the opportunity to earn certificates in customer service. You will review expectations of people working in cannabis retail for both adult and medical use. Classes will be conducted over Zoom and/or in person at Holyoke Community College. Prerequisite: Cannabis Core **\$799**

Introduction to Group Facilitation

CRER 055 • 1 session

CRN 36064	SEC 51	Sep 24	F	9:00 a.m.-11:00 a.m.
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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. The class will be conducted over Zoom.

\$79

For Supervisors/Team Leaders: Dealing with Resistance and "NO"

CRER 056 • 1 session

CRN 36065	SEC 51	Oct 15	F	9:00 a.m.-11:00 a.m.
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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 problem-solving approaches that have proven effective in other workplace settings for addressing these challenges. The class will be conducted over Zoom.

\$79

Keep Talking/An Introduction to Professional Voice Over

CRER 080 • 1 session

CRN 36221	SEC 51	Oct 11	M	6:30 p.m.-8:00 p.m.
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If you've ever wondered how to begin in voice over part time, full time, or for supplemental or retirement income, this workshop is a great, upbeat, and most importantly, realistic first step. Our easy-to-access remote learning system will take you behind the scenes at Voice Coaches main studios, where we regularly produce voice over content for clients including Netflix, Discovery, HGTV, Disney, Lifetime, Nickelodeon, and many more. From audio books, training material, animation, and commercials to socially relevant content, television, and much, much more: today's voice over field has become a great way to leverage your individual voice qualities and communication skill in a whole new way. The class will be presented via Zoom.

\$45

CORPORATE AND PROFESSIONAL EDUCATION

Cert. Bookkeeper Exam Prep

CRER 081

CRN 36233 SEC 51 Sep 28-Nov 16 Th 5:30pm-9pm

Prepare to take the national certification exam to become Certified Bookkeeper and improve your chances of getting hired or promoted. The class covers accounting for payroll, inventory, depreciation, adjusting entries and corrections as well as internal controls and fraud protection. Some general bookkeeping or accounting knowledge is required. The class will be conducted on campus and/or over Zoom. Instructor Michele Cabral.

ServSafe Prep. & Exam

CWD 026 • 2 sessions

CRN 35089 SEC 64 Sep 20-27 M 5:30 p.m.-9:30 p.m.
CRN 35129 SEC 65 Oct 18-25 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 Prep. & Exam - Ware

CWD 026 • 3 sessions

CRN 35146 SEC 67 Nov 2-16 T 3:00 p.m.-5:40 p.m.

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

\$109

ServSafe Renewal

CWD 815 • 1 session

CRN 35088 SEC 64 Oct 25 M 5:30 p.m.-9:30 p.m.

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

shown to instructor to register for this course and exam.

\$77

Women Leading into Leadership

TBA

This highly interactive, 8 week virtual program is for women who are ready to power-up their leadership and communication skills. Whether you are new in your career or have several years of experience, participating in these sessions will allow you to grow in a small, supportive cohort. In addition to the weekly 75 minute Zoom lunch meetings, (12-1:15 pm) each participant will also have the opportunity for a 30 minute 1:1 coaching session.

Key Takeaways and Outcomes for Participants:

Evaluate your current leadership and communication skills, including presenting, giving and receiving feedback and criticism, and the power of your oral vocal skills. Apply new communication techniques in practice settings. Practice the power of Mindfulness. Distinguish forms of influence and persuasion and learn to create powerful messages. Design (or evaluate) your personal mission and brand for the new year and beyond. Assess your leadership strengths and create a plan for development.

Each week will include discussion, self-assessments, reflection, new techniques, and practice exercises for small groups. You'll have an hour or so of work and reflection each week to prepare for the upcoming session.

Professional Bartender

FOOD 002 • 7 sessions

CRN 35974 SEC 51 Oct 5-Nov 16 T 6:15 p.m.-9:15 p.m.

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

The program conducted in person on 164 Race Street, Holyoke, MA 01040

\$269



CORPORATE AND PROFESSIONAL EDUCATION

1b. TIPS

CWD 451 • 1 session

CRN 35118	SEC 64	Oct 4-5	MT	5:30 p.m.-8:30 p.m.
CRN 35145	SEC 65	Nov 1-2	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**

Facebook & LinkedIn

CWD 616 • 1 session

CRN 35104	SEC 64	Sep 25	S	9:00 a.m.-12:00 p.m.
CRN 35105	SEC 65	Oct 6	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
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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 4-25	MWTh	6:00 p.m.-9:30 p.m.
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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	Oct 9	S	9:00 a.m.-12:00 p.m.
CRN 35095	SEC 65	Sep 27	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

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 ehbertdan-cik@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.

CORPORATE AND PROFESSIONAL EDUCATION

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 non-college grad interested in customer support, call center operations, telemarketing, sales, etc. All trainees must take the foundational skills training in customer service. Classes include Business Etiquette, Sales and Math for Business. Key Foundational competencies that will be addressed are service, communications, computer applications and conflict resolution. The training will prepare participants for entry level positions in customer service, call center operations and sales. For more information, call 413.552.2086.

OSHA 10 Construction Safety

CWD 863 • 3 sessions

CRN 35114 SEC 64 Sep 14-20 TTh 9:00 a.m.-12:30 p.m.

CRN 35130 SEC 65 Oct 12-19 TTh 6:00 p.m.-9:30 p.m.

This course introduces students to OSHA and the required topics for OSHA construction safety certification. This course is for construction workers, foremen, job supervisors and anyone involved in the construction industry. Successful completers will receive an OSHA construction safety and health 10-hour course completion card from the Department of Labor.

\$200

Introduction to Clean Room Training

CWD 927 • 6 sessions

CRN 35573 SEC 64 TBA

Provide a hands-on, contextual introduction to Clean Room practices and procedures. The course will provide background on Clean Room environments, including focus on why cleanrooms are utilized within industry. In addition, this course will explore various Clean Room 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, decision-making, and our quality of work can steer that guest on an excellent journey and provide a fantastic guest experience.
- 2) Guest Engagement. This course will help you understand differing personality styles, listening skills focused on understanding the cues and clues that guests are providing, appropriate response techniques including articulation and vocabulary,

and overall how to engage with guests in an efficient and effective manner.

3) Dealing with Guest Challenges. Focused on resolving customer issues for customer-facing positions. This course will review appropriate conflict management techniques that allow the guest service representative to resolve guest opportunities and turn them into positive experiences.

For dates, times, and more information call Maria Vargas at 413-552-2122.

\$200

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

Online PROFESSIONAL DEVELOPMENT for K-12 Educators

Designed by renowned educators - VESI online, interactive courses are convenient, superior quality courses packed with practical applications for the classroom. Earn Massachusetts PDPs in these accredited, self-paced and user-friendly programs. You'll have telephone access with instructors during "office hours" and email access with a guaranteed 24-hour response time. Once HCC receives your registration, we will communicate your registration to VESI. Courses are offered in both undergraduate (UPDL) and graduate (GPDL) professional development levels.

For information:

Call Community Education
at **413.552.2123** or **413.552.2257**,
go to **virtualeduc.com/holyoke**,
or go to **hcc.edu/bce**.

COURSE/CATEGORY PDPs

Classroom Management

Advanced Classroom Management	30	40
Behavior is Language	45	55
Building School Committees	30	40
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

UGRAD PDPs

GRAD

COURSE/CATEGORY 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: \$304

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

CORPORATE AND PROFESSIONAL EDUCATION

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

CERT 004 • 38 sessions

CRN 35816 SEC 51 Sep 14-Dec 17 TTh 6:00 p.m.-10:00 p.m.
Sep 14-Dec 17 S 9:00 a.m.-6:00 p.m.

The primary focus of the Emergency Medical Technician is to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system.

Recommended Qualifications:

General knowledge of first aid

Ability to handle stressful situations

Prerequisites:

At least 18 years of age

Possess a High School diploma or equivalency

The cost of the background check (\$89) and

drug screen (\$25) are the responsibility of the

students. The drug test must be

processed at a QuestDiagnostic location.

Approximate cost \$25.00. The drug screen must

be negative. Please contact NCT Springfield to be

scheduled for your drug test. Before admittance

into the program, students will need to provide

a physical and vaccination record and attend a

quick interview with Michele Cabral at HCC.

Please contact Valentyna Semyrog at vsemyrog@

hcc.edu or call 413-552-2123 to set up an

appointment for interview before to register to

the program.

EMT Student must purchase their EMT books

from JB Learning. If purchased from somewhere

other than JBLearning students will not have

the proper textbook requirement for NCTI EMT

program. Students are required to bring on the

first day of class.

Course location: 595 Cottage Street, Springfield

MA

\$985

Pharmacy Tech

HLTH 024

CRN 35359 SEC 51 Jul 1-Feb 28 MTWThF 9:00 a.m.-4:00 p.m.

This program prepares you to work in a community pharmacy or other healthcare setting under the supervision of a Registered Pharmacist. Learn: medical terminology; reading and interpreting prescriptions; defining drugs by generic and brand names; dosage calculation; dose conversions; drug dispensing activities; inventory management; and laws governing pharmacy and patient relations. Emphasizes customer service. Includes preparation for the Pharmacy Technician Certification Board's PTCE

exam and other Massachusetts specific exams after appropriate work experience. Also includes additional workshops and study groups. Upon completion of the course, students will be eligible for up to 12 weeks of internship and/or structured job search to aid in finding employment. Tuition includes books and materials. For information and to apply for the program, contact Debra Mutch 413.552.2496.

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)



CORPORATE AND PROFESSIONAL EDUCATION

Online Certificate in Business Communications • CERT 015

CRN 35703 SEC 51

Online

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

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

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

\$299

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 re-acquainted with your own stores of creativity and innovation. Courses include:

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

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

\$249

Medical Interpreter

CERT 017 • 60 sessions

CRN 36228 SEC 51

Oct 4-Dec 15 MW 6:00 p.m.-9:00 p.m.

CRN 36229 SEC 52

Oct 9-Dec 18 S 9:00 a.m.-3:30 p.m.

Medical interpreters are in great demand both in person and remotely by video or phone. Interpreters can elect to work for a hospital, school, or state agency, or as contractors with many agencies throughout the country. They can also elect to work remotely from home where they can work independently and make their own hours.

Open to all languages, this 60-hour program provides working knowledge of medical interpreting, including standards of practice, ethics, HIPAA regulations, cultural competency, and medical terminology/vocabulary. The course provides intense practice via oral role plays on a variety of medical topics. The student will also be introduced to VRI (Video Remote Interpreting) and OPI (Over the Phone Interpreting). Offered in collaboration with TransFluenci EDU, this course is designed for those preparing for entry-level careers as medical interpreters as well as for working interpreters preparing for the National Board Certificate exam.

Students must be fully bilingual and must be fluent in English and one other language. This program meets the National Board for Medical Interpreter Certification training requirement and prepares you to pass the national certification exam.

Upon successful completion of the course, students will receive a certificate of completion from the college and may elect to apply for national certification. Certification fees are not included.

Students must possess a high school diploma or equivalent. Because a language assessment is required, students must register at least two weeks in advance.

No class October 11, November 24

\$1079

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



CORPORATE AND PROFESSIONAL EDUCATION

vocabulary of the industry and offers examples, videos, interactive games, and review questions to ensure mastery of the material. To register, go to <https://hcc.mindedgeonline.com/partner/courses/index.php>

Courses can be taken in any order. This certificate has no textbooks or prerequisites. Courses include:

- Asset Security
 - Communications and Network Security
 - Identity and Access Management
 - Security and Risk Management
 - Security Assessment and Testing
 - Security Engineering
 - Security Operations
 - Software Development Security
- \$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 decision-making tools and techniques, which tie into real-world case studies. Each course in this certificate utilizes games, videos, interactive exercises, quizzes, real world case studies, and other engaging content to ensure rapid mastery of the content and direct application. To register, go to <https://hcc.mindedgeonline.com/partner/courses/index.php>. Course videos and lessons focus on use of both Microsoft Excel and OpenOffice. This certificate will enhance skills in:

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



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, real-world examples and case studies to help you apply newly learned concepts. Courses to prepare you for the PMP Exam are available as well. For more information or to register, go to <https://hcc.mindedgeonline.com/partner/courses/index.php>
\$999

Introduction to Grant Writing Online CERT 023

CRN 36034 SEC 51

Online

Writing grants is often a critical part of gaining funding for any nonprofit organization's mission. Strategic grant writing aligns the needs of a nonprofit with funding sources, whether foundations, government agencies, corporations,

or individuals. This introductory-level course offers a guide to the basics of grant writing. The course explores the relationship between grant writing and an organization's strategy for fundraising. It also outlines the six stages of grant writing and highlights grant writing best practices.

Video & Phone Interpreter CERT 027 • 30 sessions

CRN 36230 SEC 51 Nov 1-Dec 6 MW 6:00 p.m.-9:00 p.m.

Calling Interpreters of all Languages! If you speak a second language, you can work from home and make your own hours.

There is a tremendous amount of work available for Remote Interpreters—both phone and video—throughout the country. Offered in partnership with TransFluenci EDU, this 30-hour class meets twice a week for 5 weeks. Students will learn the ins and outs of remote interpreting which includes both video and over the phone (VRI and OPI). Students will learn how to set up their offices and computers to accept assignments from a number of companies who are actively searching for interpreters of all

CORPORATE AND PROFESSIONAL EDUCATION



languages. The class will cover Medical and Legal Standards of Practice, ethics, HIPAA and intense practice sessions and simulations using a variety of platforms on a wide variety of topics, such as Medical Encounters, Depositions, Unemployment Hearings, Educational Hearings and Meetings such as IEP meetings, and Due Process Hearings. In addition to intense classroom simulated practice, our instructor will provide advice on best practices, how to apply for assignments, and what to expect as compensation. Upon successful completion of the course, students will receive a certificate of completion from the college. Pre-requisite: Students must provide a certificate of completion for a minimum of 40 hours of interpreter training or a letter from your employer confirming a minimum of 2 years' experience as a working interpreter in any setting. Students must possess a high school diploma or equivalent. Please register early as a brief telephone interview will be required before acceptance into the course. The class will be conducted over Zoom.

No class November 24.

\$599

Legal Interpreting

CERT 028 • 48 sessions

CRN 36231 SEC 51 Oct 19-Dec 16 TTh 6:00 p.m.-9:00 p.m.

This 48-Hour class is open to all language interpreters who would like to expand their

interpreting skills in legal settings. The course will cover the most in-demand types of hearings such as Due Process Hearings, Unemployment Hearings, and Depositions. Students will learn legal terminology and procedural protocols needed to interpret for these various types of hearings. In addition, students will have the opportunity for intense practice through mock hearings. These mock hearings will give the students the experience and comfort-level needed to apply for work in the field. Trained legal interpreters are in demand throughout Massachusetts and nationwide in law offices, schools, state agencies and contracting agencies. Prerequisite: Students must provide a certificate of completion for a minimum of 40 hours of interpreter training or a letter from your employer confirming a minimum of 3 years experience as a working interpreter in any setting. Students must possess a high school diploma or equivalent. Please register early as a brief telephone interview will be required before acceptance into the course. The class will be conducted over Zoom.

No class November 11 and 25

\$1079

Safety

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

- Basic operations of commercial sUAS
- Local, regional and national airspace regulations evolving to promote the safe operation of sUAS
- Skills necessary to safely operate sUAS manually and autonomously
- 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

Aerosol/Basic

SFTY 009 • 4 sessions

CRN 36115 SEC 51 Nov 8-29 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 Cournoyer-Cronk.

\$35

PERSONAL ENRICHMENT

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

Arts	15	Languages	23
Expression	16	Legal	24
Food	18	Lifelong Learners (55+)	24
Health and Fitness	21	Money and Investment	24
Home and Garden	23	Testing & Test Preparation	25

Arts

Beginning Watercolor Painting (Ware) • ARTS 008 • 7 sessions

CRN 35952 SEC 51 Nov 8-Dec 20 M 6:15 p.m.-9:15 p.m.

Watercolor painting with no fear. Embracing the chaos is important when learning watercolor. We will start with very loose paintings and then expand into watercolor sketches. By the end of the session, we'll tighten your sketches into a finished work. We will cover landscapes, still-life, and human figures. All levels welcome but it will be geared to beginners. Materials are not included but expect to spend approximately \$100. Students will receive the list of supplies by email on the day of registration. The class will be conducted on campus. Instructor: Melissa Pandina.
\$189

Beginning Digital Photography ARTS 010 • 4 sessions

CRN 35046 SEC 51 Sep 29-Oct 20 W 6:15 p.m.-8:45 p.m.

Whether you're a complete beginner who wants to learn how to use your new camera, or an experienced photographer making the switch to digital media, this short course will quickly make you an expert in this amazing new technology. The course covers camera operation, tips for taking the best pictures, how to email, share, post, and organize your photos, and how to make prints, posters, professional albums, greeting cards, calendars, and movies. You'll also learn digital fundamentals and how to use and apply Photoshop editing techniques. The class will be conducted on campus. Instructor: Dino Diaz
\$179



PERSONAL ENRICHMENT

Color Photography

ARTS 011 • 4 sessions

CRN 35047 SEC 51 Oct 27-Nov 17 W 6:15 p.m.-8:45 p.m.

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

\$179

Beginning Drawing

ARTS 019 • 7 sessions

CRN 35951 SEC 51 Sep 14-Oct 26 T 6:15 p.m.-9:15 p.m.

If you can draw a stick figure, with practice and instruction you can easily develop into drawing realistically. Starting with primitive shapes 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. Students will receive the list of supplies by email on the day of registration. The class will be conducted on campus. Instructor: Melissa Pandina.

\$189

Introduction to Oils

ARTS 061 • 7 sessions

CRN 36106 SEC 51 Sep 13-Nov 1 M 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. Students will receive the supplies list by email on the day of registration. The class will be conducted on campus. Instructor: Melissa Pandina
No class October 11.

\$189

Book Binding

ARTS 065 • 7 sessions

CRN 36220 SEC 51 Nov 2-Dec 14 T 6:15 p.m.-9:15 p.m.

Create your own beautifully bound books. Whether as an art book or photo album, this simple craft will create items that will be cherished. Best part is they are easy to create. In this class we will create multiple books. You will learn accordion fold, japanese, stick and spine styles of binding and a few other styles. The class will be conducted on campus. Instructor: Melissa Pandina.

\$189

Expression

Piano for Pleasure: Private Lessons for Adults • EXPR 009 • 8 sessions

CRN 35248 SEC 51 Sep 13-Nov 8 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 on-line and needed for the first lesson. Upon registration, the instructor will contact you regarding a time slot. The class will be conducted over Zoom. Instructor: Marie Meder.

No class October 11

\$164



The Ukulele and You: Have Fun Making Music

EXPR 017 • 6 sessions

CRN 36236 SEC 51 Oct 5-Nov 9 T 6:00 p.m.-7:30 p.m.

The ukulele is enjoying a world-wide renaissance in popularity. It is inexpensive, durable, very portable and easier to play than almost any instrument. Even if you have never played an instrument before, you will be playing complete songs by the end of the first class. No music reading required. Basic ukuleles can be purchased for \$50 - \$100. Instructor Don Rovero. The class will be conducted on campus and Zoom. **\$94**

Individual Voice Lessons

EXPR 025 • 7 sessions

CRN 36110 SEC 51 Sep 15-Oct 27 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. The class conducted on campus or Zoom. **\$199**

Introduction to Recording & Sound Editing • EXPR 033 • 4 sessions

CRN 36226 SEC 51 Sep 15-Oct 6 W 7:00 p.m.-8:00 p.m.

Whether you want to record yourself or edit / add effects to existing music, this class will show you how to do so, using Audacity, a free software application for PCs or Macs. Overdubbing, removing vocals, dealing with karaoke, voice modification, etc. will be covered. Some basic concepts about sound, such as pitch, amplitude, and sound waves will also be explained. Upon completion you will be more at ease with manipulating audio for web sites, videos, and more. The class conducted over Zoom and in person. Instructor: Richard Marcil. **\$52**

Pop Songs Writings

EXPR 035 • 4 sessions

CRN 36225 SEC 51 Nov 24-Dec 15 W 6:00 p.m.-7:30 p.m.

Through a description of common pop song form (intro, verse, pre-chorus, chorus, etc.) and a basic intro to standard chord structure (I, IV, V7, etc.), you will be able to bring your musical ideas to fruition.

A keyboard will be available, but if you play guitar and would like to bring it, please do. Instructor Richard Marcil.

The class conducted in person and over Zoom. **\$104**



Getting More Out of Your Ukulele: Advanced Workshop

EXPR 044 • 6 sessions

CRN 36237 SEC 51 Oct 5-Nov 9 T 5:30 p.m.-9:00 p.m.

Learn a selection of simple 4-8 chord songs and find new, exciting ways to play them. We will discover how to inject variety and contrast into what we play. We will practice several new techniques, both for the left and the right hand. Discover how to play songs more simply and musically. Learn how to put contrasts into your playing, and explore ways of performing with others where everyone plays something different. Instructor Don Rovero. The class conducted in person and over Zoom. **\$94**

Piano Lessons for Adults. It's Never Too Late to Start

EXPR 046 • 8 sessions

CRN 35832 SEC 51 Sep 15-Nov 3 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. The class conducted on campus. **\$164**

Jazz 1

EXPR 054 • 4 sessions

CRN 36227 SEC 51 Sep 13-Oct 4 M 6:00 p.m.-8:00 p.m.

A fascinating look (and listen) at the beginnings of Jazz, with emphasis on its complex cultural, ethnic and musical influences, through a combination of lectures and audio examples. Instructor Richard Marcil.

The class conducted on campus and over Zoom. **\$104**

Celtic Fiddle Play by Ear

EXPR 055 • 6 sessions

CRN 36234 SEC 51 Sep 19-Oct 24 Su 2:00 p.m.-4:00 p.m.

Whether you are a new or experienced violin player, learn to play the Celtic Fiddle by ear in this 6-week dynamic program.

PERSONAL ENRICHMENT

Each week students will attend a pre-recorded 50-minute video class and will be able to work at their own pace. On Sundays from 2 - 4 p.m. eastern time, during week 2, 4, & 6, students will join Colin for live chats, Q&A and playing over Zoom and JamKazam. Students will learn play-by-ear techniques including The Yodel, Accompaniment, Pothole and Finger Watch approaches. About the Instructor - Colin MacLead started playing violin in Scotland at an early age and was classically trained throughout his career. He has entered and organized fiddle competitions, is a concert performer and offers workshops in Scotland, Australia and the U.S. The cost of the program is \$190 and students may purchase four (4) optional 30-minute 1-to-1 sessions with Colin for \$100.

\$190

Senior Symposium Jazz

EXPR 056 • 1 session

CRN 36247 SEC 51 Dec 22 W 5:00 p.m.-7:00 p.m.

A whirlwind, interactive survey of the history of Jazz, with emphasis on its cultural, ethnic and musical influences, through a combination of discussion, images and audio examples. The time line starts with Scott Joplin's Ragtime of the late 1800's and continue through the Blues and New Orleans Dixieland, leading to the Swing Era of Goodman, Miller and the Dorsey brothers. Ellington and Basie owned the 1940's, and then came the Bebop of Parker, Monk and Gillespie. Dave Brubeck and Miles Davis were the Cool Jazz leaders, and Jobim mastered the Brazilian bossa nova, ending with the smooth modern jazz of Grover Washington Jr. Instructor Richard Marcil. The class conducted on campus and over Zoom.

\$30

Food

Italian Classic

FOOD 027 • 1 session

CRN 36255 SEC 51 Sept.10 F 6pm - 9pm

Benevento! We'll begin creating a thick, robust Italian meat sauce slow cooked to perfection. Next, the sauce's companion will be gently handled, melt-in- your mouth meatballs using fresh ingredients made the classic way handed down for generations. Fresh handmade fettuccini pasta using an old-world Southern Napoletana method (hand rolled) joins the party. Our chicken breast section will be prepared Pollo ala Parmigiana pan sautéed mated with fresh Parmesan and Fontina cheese. The side, Broccoli Rabe will be sautéed with fresh garlic slivers. Next, we'll create a Sicilian Salad marrying red onions, oranges, ripe olives, fennel and baby Arugula dressed with my special agave vinaigrette. Topping off the main event will be fresh Cannoli made with rich ricotta, heavy cream, and dark minced chocolate. Magnifico! Instructor: Chef Dino Diaz.

The class will be conducted in person on 164 Race street, Holyoke, MA.

\$84

Boeuf Bourguignon

FOOD 028 • 1 session

CRN 36256 SEC 51 Oct. 22 F 6pm - 9pm

One of the most popular French dishes of all time! First, we'll gently braise the king of beef - TENDERLOIN - with a full bodied Red Beaujolais wine, and introduce baby carrots, pearl onions, and button mushrooms. We will create a demi-glaze sauce which will be accompanied by buttery whipped potatoes. This will be presented with my Supreme Salad made with Spinach, Watercress, Granny Smith apple slivers, red peeled seedless grapes, creamy blue cheese, crispy bacon, heirloom baby tomatoes, roasted pecans, and a Maple Apple Cider vinaigrette. For dessert, we will create my classic signature Chocolate Soufflé with Chantilly Cream and Raspberry Coulis. Enjoy! Instructor: Chef Dino Diaz.

The class will be conducted in person on 164 Race street, Holyoke, MA.

\$84

Salmon Three Ways

FOOD 029 • 1 session

CRN 36257 SEC 51 Dec. 3 F 6pm - 9pm

First up, Salmon with Homemade Pesto ala Genovese incorporating minced garlic, European pine nuts, fresh basil, Parmigiano-Reggiano and with Pecorino Sardo, virgin olive oil and lemon juice. As a follow-up, my Salmon with Citrus Soy Glaze includes fresh medley of orange, lemon,



and lime juice, garlic, marmalade, soy sauce and rice wine vinegar. The finale, a Bold-Blackened Salmon with Homemade Cajun Rub using a unique blend of spices. All will be accompanied by Milan inspired Fresh Spring Asparagus Risotto ala Melanese, with saffron using baby asparagus. The finish - refreshing New York Style Lemon Cheesecake... a creamy, cool, soft slice of sweet and tart. The perfect marriage!

Instructor: Chef Dino Diaz.

The class will be conducted in person on 164 Race street, Holyoke, MA.

\$84

Show Stopper Starters

FOOD 030 • 1 session

CRN 36258 SEC 51 Dec. 17 F 6pm - 9pm

Let me bring smiles to the faces at your next get together! Seared Scallops with Orange Tarragon Beurre Blanc garnished with maple glazed shoestring carrots and micro-greens are over-the-top. My most popular starter, Stuffed Mushrooms ala Dino are "to die for". We'll fill the caps with various types of minced mushrooms sautéed with maple infused sausage, tarragon, shallots, slivers of Black Forest ham and mini French bread cubes finished with parsley and Gouda cheese. Tenderloin Crostini are made with sliced French Baguettes drizzled with soft Gorgonzola or zesty horseradish cream rosettes and completed with a garnishing of homemade roasted red peppers. The grand finale includes my special Artichoke Hearts ala Franchise. Our stars are sautéed to a golden perfection and sauced with a lemon butter, white wine sauce and pancetta. Come hungry my friend. The class will be conducted in person on 164 Race street, Holyoke, MA. Instructor: Chef Dino Diaz.

\$84

Delightful Southern Charm

FOOD 044 • 1 session

CRN 36249 SEC 51 Sep 17 F 6:00 p.m.-9:00 p.m.

We're taking a trip below the Mason-Dixon with this traditional southern menu. Tart green tomatoes are fried up in a crispy cornmeal crust and served with a tangy homemade buttermilk ranch. Next up, plump shrimp are dressed up with a Cajun sauce that has hints of smoky bacon and bright lemon. The shrimp are served over the creamiest grits, which is blended with nutty gruyere cheese. No southern table is complete without freshly baked warm cornbread spread with sweet and creamy honey butter. Instructor: Chef Tracey Carter.

The class will be conducted in person on 164 Race street, Holyoke, MA.

\$84

A Night in Thailand

FOOD 048 • 1 session

CRN 36248 SEC 51 Oct 29 F 6:00 p.m.-9:00 p.m.

This night, we are visiting Thailand, where the specialty is lightly prepared dishes with



strong aromatic components and a spicy edge. Our Green Papaya Salad is a joining of thinly sliced green papaya and fresh vegetables then tossed with a punchy lime vinaigrette for a cool and refreshing experience. Chef Tracy's Thai Grilled Chicken will first be marinated in garlic, lemongrass, and other Thai aromatics before being grilled whole over an open flame. To finish it off, we will prepare Sweet Coconut Sticky Rice with Ripe Mango. A trip you'll never forget! The class will be conducted in person on 164 Race street, Holyoke, MA.

\$84

Stroll Middle East Markets

FOOD 049 • 1 session

CRN 36250 SEC 51 Nov 5 F 6:00 p.m.-9:00 p.m.

Freshly fried falafel and paired with a creamy tahini is always a major vegetarian hit! Bright and lemony tabouli salad is packed with fresh herbs and ripe tomatoes. For desert strawberries roasted with warm spices to bring out their

natural sweetness are used top with cold creamy ice cream for an interesting contrast. Instructor Chef Tracey Carter

The class will be conducted in person on 164 Race street, Holyoke, MA.

\$84

"Clean Eating" Light & Healthy

FOOD 050 • 1 session

CRN 36253 SEC 51 Sep 24 F 6:00 p.m.-9:00 p.m.

"Clean Eating" by avoiding refined and processed foods, and artificial ingredients, doesn't need to be boring. This evening we will perfectly pan-sear salmon leaving a beautifully crisp skin and pairing with a smooth winter squash puree. We'll top this off with a shaved fennel and arugula salad. Lemon olive cake is a great excuse to eat dessert because hey, at least it's full of the good fat! Enjoy!

Instructor Chef Tracy Carter

The class will be conducted in person on 164 Race street, Holyoke, MA.

\$84

PERSONAL ENRICHMENT



Crowd Pleasing Brunch

FOOD 051 • 1 session

CRN 36254 SEC 51 Oct 15 F 6:00 p.m.-9:00 p.m.

Weekend brunch is certainly trendy but it's even better at home! Chef Tracy's Crispy Potato Pancakes are pan fried to a perfect golden brown. They are topped with smoked salmon and creamy Creme Fraiche.

Beautifully poached eggs served with Bacon Lardons and Frisée is a traditional French salad that is a definite crowd pleaser. Homemade granola will then top creamy fresh yogurt with a drizzle of honey.

The class will be conducted in person on 164 Race street, Holyoke, MA.

\$84

Spice Trail of India

FOOD 052 • 1 session

CRN 36252 SEC 51 Dec 10 F 6:00 p.m.-9:00 p.m.

In our journey to India, a land with a vivid and distinct heritage and cuisine, we'll create Cauliflower Chaat Salad by roasting cauliflower, and combining with crispy noodles and chickpeas

topped off with a creamy yogurt and tart Tamarind sauce.

You'll agree, this creates an addictive combination. Our Mango Lassi is a sweet, cool refreshing drink that helps tame Chef Tracy's take on fiery Chicken Tiki Marsala where we introduce fresh, tender chunks of chicken into a creamy and spicy tomato sauce coating. Svādīṣṭa! Instructor Chef Tracy Carter

The class will be conducted in person on 164 Race street, Holyoke, MA.

\$84

Nonis Italian Kitchen

FOOD 053 • 1 session

CRN 36251 SEC 51 Nov 19 F 6:00 p.m.-9:00 p.m.

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

The class will be conducted in person on 164 Race street, Holyoke, MA.

\$84

How to Start a Home-Baking

Business • FOOD 058 • 6 sessions

CRN 36098 SEC 51 Oct 5 - Nov 2 T 6pm-8pm

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 Home-Baking Business. Six, 90-minute sessions you will learn how to create a business plan, rules and regulations that must be followed, recipe costing, financial projections, selling and marketing tools, tailored to the unique needs of your business. The class will be conducted in person on 164 Race st. Holyoke, MA 01040

Instructor: Maria Moreno-Contreras.

\$199

Food Truck Entrepreneurial

FOOD 066 • 7 sessions

CRN 36222 SEC 51 Sep 7-Oct 19 T 6:00 p.m.-8:00 p.m.

How to Start and Run a Food Truck" - Food trucks are one of the hottest dining trends around; they show up at events, concerts, and are replacing cafeterias at businesses and schools. Running a food truck requires a knowledge of local laws and regulations, food safety, and general business. Spend seven weeks with experienced chefs and business owners to find out how to get started. Instructor Warren Leigh.

The class will be conducted in person on 164 Race street, Holyoke, MA.

\$299

Beer Brewing & Cider Making

FOOD 078 • 4 sessions

CRN 36232 SEC 51 Sep 27-Oct 25 M 6:00 p.m.-9:00 p.m.

Beer Brewing and Cider Making - In this class, aspiring brewers will learn practical and proven steps to make cider and three different styles of beer. Classes are fun, informative and hands-on and include an overview of the origins, history, and brewing techniques. Participants will see, touch, and smell the ingredients, interact with the equipment and receive basic recipes to get started with their own brewing.

The four sessions include:

Class 1: Cider

This class will cover the history of cider making, important regional cider varieties, types of apples, the role of several organisms in alcoholic fermentation, and we'll make a real batch of hard cider.

Class 2: Munich Dunkles Lager

An old style of beer from around the time people started adding hops to beer, we'll brew a real example of the style and discuss the malting and brewing process, historical reasons for the style's existence, and the reasons for and impact of the

PERSONAL ENRICHMENT

German Reinheitsgebot.

Class 3: Porter

We'll brew a version of the classic porter and delve into British malting technology that changed beer forever as well as focus on a daring case of international espionage that led to the world's present beer landscape.

Class 4: New England IPA

Jumping to beers of today, we'll brew a hazy, juicy example of craft beer's zeitgeist while charting the history of beer in the U.S., the origins of this approach to brewing, and the modern hop varieties that make it possible.

Mike Schilling, the course instructor, holds an International Diploma in Brewing Technology from the Siebel Institute of Technology in Chicago and Doemens Akademie in Munich. The program location on 342 Pleasant Street, Northampton, MA

No Class October 11

\$75

Wine Making

FOOD 079

CRN 36245	SEC 51	Sep 18-Oct 23	S	10:00 a.m.-12:30 p.m.
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This class will provide a basic overview of the world of wine. We will discuss the history and how wine is made. Talk about the different varietals, how to read wine labels, and major wine growing regions of the world. And, finish with how this large worldwide business operates from the grower, to the vintner, to your table. Lastly, we will have a chance to try some of what we've learned in a class outing for those of legal age. The program location on 342 Pleasant street, Northampton, MA

\$75

Health and Fitness

Open Fitness

HLTH 001

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

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

\$99

Pilates Bodies

HLTH 009 • 12 sessions

CRN 35354	SEC 51	Sep 14-Dec 7	T	5:15 p.m.-6:15 p.m.
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CRN 35356	SEC 52	Sep 14-Dec 7	T	5:15 p.m.-6:15 p.m.
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(Bartley Center Members Only)

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.

No class November 9

\$112

\$59 (BC Members)

Quick Step into Fitness

HLTH 010 • 12 sessions

CRN 35355	SEC 51	Jul 1-Feb 28	T	4:30 p.m.-5:00 p.m.
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CRN 35357	SEC 52	Jul 1-Feb 28	T	4:30 p.m.-5:00 p.m.
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(Bartley Center Members Only)

Looking for a quick fun way to burn some calories, get your heart rate up and increase your metabolism? Try "Quick" Step aerobics. This class will warm you up, get your heart pumping and cool you down all in a very quick 30 minutes. You'll get your workout done and be on your way



PERSONAL ENRICHMENT

in no time flat. Although the step routines are basic and easy to follow, the intensity increases throughout the class period. Repetition will help beginners stay in their comfort zone. Instructor: Mary Shelasky

No class November 9.

\$64

\$34 (BC Members)

Yo Chi 1

HLTH 056 • 5 sessions

CRN 35812 SEC 51 Sep 10-Oct 15 F 4:45 p.m.-5:45 p.m.

CRN 35813 SEC 52 Sep 10-Oct 15 F 4:45 p.m.-5:45 p.m.

(Bartley Center Members Only)

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 September 24.

\$56

\$33 (BC Members)

YoChi 2

HLTH 056 • 5 sessions

CRN 35941 SEC 53 Oct 22-Dec 10 F 4:45 p.m.-5:45 p.m.

CRN 35942 SEC 54 Oct 22-Dec 10 F 4:45 p.m.-5:45 p.m.

(Bartley Center Members Only)

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 5,12,26.

\$56

\$33 (BC Members)

Breath-Body-Mind

HLTH 059 • 5 sessions

CRN 36094 SEC 51 Sep 24-Oct 22 F 1:00 p.m.-2:30 p.m.

Learn to manage your nervous system. Learn to make your lungs stronger and to have more oxygen capacity. Learn simple, gentle breathing techniques to reduce stress, nervous anxiety and pain. If you have COPD, emphysema, asthma, high blood pressure, nervous anxiety or pain, this course can improve these conditions.

You will learn how these breathing techniques can enhance your physical, mental and emotional health and help us in the process of aging. The class will be conducted on campus. Instructor Carol Pedigree.

No class November 11.

\$80

Reiki 1 Certificate Program

HLTH 060 • 4 sessions

CRN 36085 SEC 51 Sep 11 S 9:00 a.m.-3:30 p.m.

Reiki 1: class teaches the history of Reiki and how the body heals better in a state of relaxation. It helps with Stress Management and Anxieties. It teaches the student how to utilize (7) seven energy centers/Chakras through colors, mediation, and candles, and crystals. How to balance and unblock your energy centers/Chakras It teaches about the positive and negative sides of our energy centers/ chakras.

It shares how "Attitudes can make or break a home, community, or church. It introduces the student to Animal wisdom and how animals affect our lives. It shares the connection between Mother Nature and our energies as well as spices, music and art can help reduce stress and promote healing. The program will be conducted over Zoom. Instructor Sherry Mitchell.

\$125

Reiki 2 Certificate Program

HLTH 061 • 2 sessions

CRN 36086 SEC 51 Sep 18 S 9:00 a.m.-3:30 p.m.

Reiki 2: is about learning how to practice Reiki on another person or even animal. It teaches the Reiki symbols and introduces Reiki healing from a distance. It teaches more about crystals and their connection to our world and our Chakras. Teaches hands on 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. The program will be conducted over Zoom.

\$125



Best Seat in the House

HLTH 063 • 1 session

CRN 36246	SEC 51	Oct. 14	R	10:00 a.m.-11:15 p.m.
CRN 36259	SEC 52	Oct. 21	R	5:30 p.m.-6:45 p.m.

ATTENTION: students, teachers, and office workers. The novel coronavirus (COVID-19) has changed the way we learn, work, and play. Hence, it has become increasingly important that we take proactive measures to help maintain good posture and musculoskeletal health. During this course, participants will learn skills designed to help them make thoughtful and health enhancing modifications to their school, work, or home office workstation. Participants will also learn about proper chair adjustments, sitting vs. standing, as well as basic everyday routines that can increase blood flow and strengthen the muscles of the neck and back. Register now and receive the best seat in the house! Instructor: Kenya Rashad. The class will be conducted over Zoom

\$49

Home and Garden

Residential Interior Design 1

HOME 002 • 7 sessions

CRN 36223	SEC 51	Sep 8-Oct 20	W	6:00 p.m.-8:00 p.m.
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Learn the methods professionals use to design and decorate residential environments and how they make it special.

Beginning with design theory, follow the steps of designing a room from beginning to end, complete with field trips to illustrate ideas. Topics include: color, style, materials, wall and floor coverings, window treatments accessories, lighting, and furnishings trends. You'll plan and execute residential interior design projects with confidence. The class will be conducted on campus.

Instructor: JoAnn Duza-Athas.

\$179

Residential Interior Design 2

HOME 003 • 7 sessions

CRN 36224	SEC 51	Oct 27-Dec 15	W	6:00 p.m.-8:00 p.m.
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Learn to create and build an entire design board complete with colors, samples, and accessories. Integrate a room's separate elements into one cohesive style. Learn color wheel basics along with color and spatial relationships, and how these relationships can be used to create a variety of different environments. The class will be conducted on campus. Instructor: JoAnn Duza-Athas

No class November 24.

\$179



Languages

Basic Conversational French 1

LANG 005 • 7 sessions

CRN 35796	SEC 51	Sep 15-Oct 27	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. The class will be conducted on campus. Instructor: Ingrid Vega.

\$179

Conversational French 2

LANG 006 • 7 sessions

CRN 35797	SEC 51	Nov 3-Dec 22	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. The class will be conducted on campus. Instructor: Ingrid Vega.

No class November 24.

\$179

Conversational Polish 1

LANG 007 • 7 sessions

CRN 36113	SEC 51	Sep 9-Oct 21	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. The class will be conducted on campus. Instructor: Bozena Jaworowski.

The class conducted on campus.

\$179

Basic Conversational Spanish 1

LANG 008 • 7 sessions

CRN 35810	SEC 51	Oct 5-Nov 16	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. The class will be conducted on campus. Instructor: Karolina Kopczynski.

\$179

PERSONAL ENRICHMENT



Spanish for Healthcare Professionals LANG 043 • 10 sessions

CRN 36108 SEC 51 Oct 6-Nov 17 W 6:00 p.m.-8:15 p.m.

Designed for healthcare professionals, case workers, and staff, to develop your fluency, pronunciation and oral comprehension in the local dialect of Spanish. Intended for individuals with little or no knowledge of Spanish. Contextualized for medical and health related settings. Basic grammatical structures will be used to communicate needs, desires, preferences, and basic personal information such as health issues, medical concerns and pain management. Customs and cultural insights will also be presented. The class will be conducted on campus and over Zoom. Instructor Karolina Kopczynski.
\$284

Conversational Polish 2 LANG 044 • 7 sessions

CRN 36114 SEC 51 Oct 28-Dec 16 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. The class conducted on person.
No class November 25
\$179

Legal

Landlord Tenant Law: How To Be a Smart Landlord • LEGL 001 • 2 sessions

CRN 35388 SEC 51 Oct 21-28 Th 6:00 p.m.-8:00 p.m.

Whether you are renting a single-family house or multiple units at multiple properties, this class provides property owners with a basic understanding of how to avoid running afoul of tenant-landlord laws. Covers the 'life cycle of a tenancy' including: leases, tenancies-at-will, screening potential tenants, obtaining credit histories, security deposits, state and federal regulations, sanitary codes, communicating with tenants, eviction proceedings, going before judge, tenant defenses and counter claims. Forms of ownership (LLC/Corp./Trust) will be discussed. The class will be conducted over Zoom. Instructor: Atty. Carl W. Lindley
\$89

Elder Law & Estate Planning: What You Need to Know.

LEGL 004 • 2 sessions

CRN 35389 SEC 51 Oct 18-25 M 6:00 p.m.-8:00 p.m.

In two sessions of the program the Elder Law Attorney Karen Jackson will explain the importance of each major document in the basic estate plan:

Session One: Elder Law Attorney Karen Jackson will explain the importance of each major document in the basic estate plan: The Will, Health Care Proxy, Advance Directive, HIPAA Release, Durable Power of Attorney and Homestead Declaration. Attorney Jackson will also cover the different types of trusts and the reasons for creating each kind of trust: the revocable trust; irrevocable trust; and, supplemental needs trust.

Session Two: The various tools and techniques to save the assets from the nursing home bill: Gifting, the Medicaid qualified annuity, pooled trusts, caregiver child exception, and Medicaid qualified trusts. The class will be conducted on campus.
\$99

Lifelong Learners (55+)

Memory, Dementia & Alzheimer's LIFE 012 • 1 session

CRN 35976 SEC 51 Oct 7 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 mild-impairment, and the difference between dementia and normal aging. Become a more relaxed relative, friend, spouse and child as you encounter these diseases in friends and loved ones. Instructor Beth Cardillo, M.Ed. LSW, has worked with senior living communities for over 15 years and implemented the first Dementia Friendly Community in the nation. The class will be conducted over Zoom.
\$29

Money and Investment

Social Security Income Enhancing Strategies • MONY 062 • 1 session

CRN 35397 SEC 51 Oct 18 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. The class will be conducted on campus. Instructor: Susan Allen.

\$49

Achieving a Financially Secure Future (HCC) • MONY 071 • 2 sessions

CRN 35826 SEC 51 Nov 10-17 M 6:00 p.m.-8:30 p.m.

Learn about what makes up a strong financial foundation, how to create and set goals for retirement using time tested principals of sound investing. We'll discuss expected and unexpected financial risks and options to mitigate them. What impact can taxes have on your retirement savings and what makes a tax efficient strategy? Learn from Registered Financial Advisor Jeff Still about converting your retirement savings into an income once the paychecks stop.

\$49

Protecting Your Financial Nest Egg a class for Seniors & Retirees (HCC)

MONY 072 • 2 sessions

CRN 36116 SEC 51 Dec 1-8 M 6:00 p.m.-8:30 p.m.

Protecting your retirement nest egg a class for Seniors and Retirees. The topics will include:

- What's the best way to access your money in retirement?
- How can you be sure that you won't outlive your assets?
- How will you pass your assets to your heirs?
- What will happen if you or your spouse need long term care and how will that change your financial picture?
- Who will you rely on for information?
- The ten most common mistakes made in estate planning

Instructor: Jeffrey Still

\$49

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 Community Services 413.552.2123. 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



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
- First year learning communities
- Academic advising
- Resource Fairs
- Career exploration workshops
- Identity and special interest clubs
- Group and individual tutoring

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

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.'"

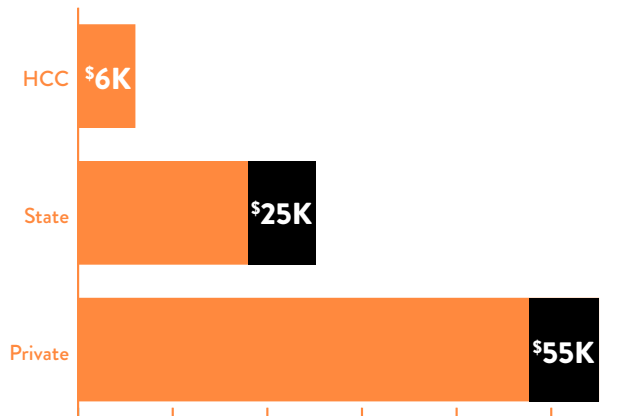
— Tameika Heathman
Psychology



DREAM

How much will it cost?

Do the math.

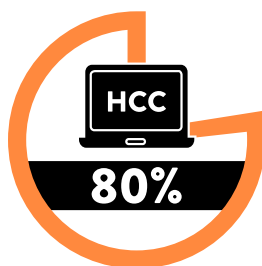


BEYOND THE CLASSROOM

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



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.

Pages 05 - 14

**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 15 - 21

**Arts, Music and Dance
Baking and Cooking
Health and Fitness
Home and Garden
Languages
Life Long Learners
Money and Investment
Outdoor and Leisure**

ENROLLMENT FORM

Classes may be delivered as live in-person or live remote sessions, or blended.

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:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total:			<input type="text"/>

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.

2021

FALL@HCC summer@HCC

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

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Professional Development & Personal Enrichment Courses

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

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COMMUNITY
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