FALL @HCC

CLASSES BEGIN IN SEPTEMBER.

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
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 Lanre Ajayi, 413.552.2324, lajayi@hcc.edu

Some classes may be remote during COVID-19.
Classes may be delivered as live in-person or live remote sessions, or blended.

Questions about courses in this bulletin? Contact Business and Community Education: 413.552.2500

Holyoke Campus Map / Parking

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

Holyoke Community College Campus Map

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

Kittredge Center for Business & Workforce Development
Ludlow, MA 01056
413.583.0320
hcc.edu/ludlowcenter

Parkings

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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.

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

REGISTER ONLINE: WWW.HCC.EDU/BCE

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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:

Lanre Ajayi, Executive Director of Community Services  
Holyoke Community College, Kittredge Center 221, 303 Homestead Ave., Holyoke, MA 01040  
Or email: lajayi@hcc.edu • Or call: 413-552-2324

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**CERTIFICATE & TRAINING PROGRAMS**

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

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

**JOB ORIENTED**
- 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 ICD-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 Program
- 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

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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.
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.

**Corporate & Professional Education**

**Certified Bookkeeper Exam Preparation Course**

**CRER 081 (15 sessions)**

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.* Instructor: Michele Cabral.

$1,299

**ServSafe Prep. & Exam**

**CWD 026 (2 sessions)**

Obtaining and maintaining your ServSafe Food Handling and Sanitation certification means you have the tools and knowledge you need to ensure your workplace meets industry standards for cleanliness along with proper safety requirements for food handling & preparation. Participants will receive a ServSafe Certificate and license directly from the National Restaurant Association (NRA). Price includes class hours and exam. Textbook (ServSafe Manager Book, 7th Ed, English) not included but may be purchased from popular booksellers.

$109

**ServSafe Renewal**

**CWD 815 (1 session)**

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

**1b. TIPS**

**CWD 451 (1 session)**

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)**

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)**

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. No class on October 10.

$849

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

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

Notary Public
CWD 830 (1 session)

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

OSHA 10 Construction Safety
CWD 863 (3 sessions)

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 Cleaning Room Training
CWD 927 (6 sessions)

Provides a hands-on, contextual introduction to cleanroom practices and procedures. The course will provide background on cleanroom environments, including focus on why cleanrooms are utilized within industry. In addition, this course will explore various cleanroom control points, including gowning procedures, environmental monitoring, cleaning, and personnel practices. Finally, we will explore current opportunities within various cleanroom environments throughout the Northeast.

Customer Service Series Training
CWD 956

An overview of the importance of customer service. The course consist of three primary topics: 1) Guest Experience. This section helps 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
Classes may be delivered as live in-person or live remote sessions, or blended.

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

**CERT 004 (38 sessions)**

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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 healthcare system. Recommended Qualifications: general knowledge of first aid and the 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 Quest Diagnostics 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 Lanre Ajayi at HCC. Please contact Lanre Ajayi at lajayi@hcc.edu, or call 413-552-2324 to set up an appointment for an interview before registering for the program. EMT students must purchase their EMT books from JB Learning. If purchased from somewhere other than JB Learning, students will not have the proper textbook requirement for NCTI EMT program. Students are required to bring the textbook on the first day of class. Course location: 595 Cottage Street, Springfield, MA.

$985

### Online Certificate in Nonprofit Management (with Simulation)

**CERT 014**

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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](http://hcc.mindedgeonline.com/partner/courses/index.php) $879 (entire certificate program)

### Online Certificate in Business Communications

**CERT 015**

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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 drafting 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](http://hcc.mindedgeonline.com/partner/courses/index.php) $299

### Online Certificate in Business Communications

**CERT 015**

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Online Certificate in Innovation & Critical Thinking
CERT 016

This certificate program 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 both English and one other language. This program meets the requirements for application for the National Board Certificate exam. Students who have completed this program are eligible for the National Board Certificate exam. Students must be fully bilingual and must be fluent in both English and one other language.

Medical Interpreter
CERT 017 (60 sessions)

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 requirements for application for the National Board Certificate exam. Students who have completed this program are eligible for the National Board Certificate exam. Students must be fully bilingual and must be fluent in both English and one other language.

Online Certificate in Cybersecurity
CERT 018

Cybersecurity, also known as Information Security, is the protection of data and personally identifiable information from malicious attacks, theft, and destruction. Failures of cybersecurity policies, both in large corporations and governmental agencies, have earned significant visibility and negative publicity in recent months and years. As the amount of data being stored continues to increase, and as hackers become more sophisticated, the need for cybersecurity is greater than ever. This Certificate in Cybersecurity offers an introduction to the critical elements of information security, as well as foundational information about key certifications for professionals in the industry. Each of the eight courses in this suite will help learners master the vocabulary of the industry and offer 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.

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
Christine Peyman Testing Center Coordinator p: 413.552.2112 cpeyman@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 413.552.2292 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.pearsonvue.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 you test appointment.
Distance Learning Proctored Exams Contact us to make an appointment to have your distance learning exams professionally proctored. Provide our contact information to your institution and your exam will be forwarded to us.

Pearson VUW Contact the testing center to register or go to www.pearsonvue.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 you test appointment.
Distance Learning Proctored Exams Contact us to make an appointment to have your distance learning exams professionally proctored. Provide our contact information to your institution and your exam will be forwarded to us.
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.minedgeonline.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. $499

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.minedgeonline.com/partner/courses/index.php $399

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. $150

Reiki 1 Certificate Program
HLTH 060 (4 sessions)
CRN 36085 SEC 51  Sep 24  Sat  9:00 a.m.-3:00 p.m.
Reiki 1: class teaches the history of Reiki and how the body heals better in a state of relaxation. It helps with Stress Management and Anxieties. It teaches the student how to utilize (7) seven energy centers/Chakras through colors, mediation, and candles, and crystals. How to balance and unblock your energy centers/ Chakras. It teaches about the positive and negative sides of our energy centers/ chakras. It shares how “Attitudes can make or break a home, community, or church. It introduces the student to Animal wisdom and how animals affect our lives. It shares the connection between Mother Nature and our energies as well as spices, music and art. Can help reduce stress and promote healing. Instructor: Sherry Mitchell. $99

Reiki 2 Certificate Program
HLTH 061 (2 sessions)
CRN 36086 SEC 51  Nov 12  Sat  9:00 a.m.-3:00 p.m.
Reiki 2: is about learning how to practice Reiki on another person or even animal. It teaches the Reiki symbols and introduces Reiki healing from a distance. It teaches more about crystals and their connection to our world and our Chakras. Teaches hands on or off techniques as well as Pendulum assessments of energy centers, to help unblock and balance centers and assist others to relax, de-stress, and help with the...
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, go to virtualeduc.com/holyoke, or go to hcc.edu/bce.

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<td>Understanding Aggression</td>
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<td>Common Core Standards</td>
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<td>Violence in Schools</td>
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<td>Teaching Elementary Math</td>
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<td>Child Abuse</td>
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<td>Six Traits of Writing</td>
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<td>Drugs &amp; Alcohol in Schools</td>
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<td>Cyber-Intimidation in Schools</td>
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<td>Why DI?</td>
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<td>Traumatized Child</td>
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<td>Try DI!</td>
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<td>For detailed course descriptions or to sign up online, go to hcc.edu/bce</td>
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Undergraduate PDPs: 30 Fee: $225 Graduate PDPs: 40 Fee: $285
Undergraduate PDPs: 45 Fee: $255 Graduate PDPs: 55 Fee: $304

For detailed course descriptions or to sign up online, go to hcc.edu/bce
healing process. A sample contract provided that promotes ethical and honest practices as one starts their own Reiki business for a fee. Instructor: Sherry Mitchell. Prerequisite for Reiki 2: Proof of Certification in Reiki 1 with a Certified Reiki Master. 

$99

Animal Reiki Communication
HLTH 062 (1 session)
CRN 35325 SEC 51  Dec 10 Sat  10:00 a.m.-2:00 p.m.

This class teaches the student how to work and provide a healing modality with domestic animals. Teaches the student about the 7 energy centers/chakras for animals, distance and one-to-one healing with animals. Certification at end of course. Instructor: Sherry Mitchel. 

$60

PAX & TEAS: Pre-Nursing Exam Preparation
HLTH 064 (2 sessions)
CRN 35333 SEC 51  Sep 17-24 Sat  10:00 a.m.-12:00 p.m.
CRN 35334 SEC 52 Nov 12-19 Sat  10:00 a.m.-12:00 p.m.
CRN 35335 SEC 53  Dec 10-17 Sat  10:00 a.m.-12:00 p.m.

Nursing Program Exam Prep Course. This course is for anyone preparing to take the NLN PAX, ATI TEAS or other nursing program entrance exam. During this course you will review the exam layout and questions formats so you know what to expect, you’ll learn to build a study routine and study skills to help you efficiently prepare for the exam, we’ll review testing taking techniques, and review common content that often challenges test takers. Instructor: Dr. Stephanie Marcotte. 

$49

Introduction to Microsoft Excel 2016
TECH 007 (4 sessions)
CRN 35465 SEC 51  Nov 8-29  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. Classes will be conducted on campus. Instructor: Renee Tetrault. No class November 26. 

$99

Introduction to Quickbooks 2015
TECH 066 (4 sessions)
CRN 36073 SEC 51  Jun 1-Mar 30  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; 

$199

Introduction to Microsoft Office 2016
TECH 017 (4 sessions)
CRN 35464 SEC 51  Sep 13-Oct 4  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. Classes will be conducted on campus. Instructor: Renee Tetrault. 

$199

Intermediate Quickbooks 2015
TECH 018 (4 sessions)
CRN 35480 SEC 51  Oct 11-Nov 1  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 as the overall look of your document. Course covers the most commonly used commands and features. Students should have keyboarding and computer experience. Instructor: Renee Tetrault. 

$199

Introduction to Microsoft Word 2016
TECH 006 (4 sessions)
CRN 35480 SEC 51  Oct 11-Nov 1  T  6:00 p.m.-9:00 p.m.

Introduction to Quickbooks 2015
TECH 018 (4 sessions)
CRN 35480 SEC 51  Oct 11-Nov 1  T  6:00 p.m.-9:00 p.m.

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

REGISTER ONLINE: WWW.HCC.EDU/BCE
importing and exporting lists and reports; finding, customizing, printing, and saving reports; balance sheets; and profit and loss statements. Instructor: Sara Gross. No class November 24 $199

**Cannabis Education Center**

**Cannabis Core Curriculum**

**CANA 001 (2 sessions)**

<table>
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<tr>
<th>CRN</th>
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<tr>
<td>36189</td>
<td>51</td>
<td>Sep 10-11</td>
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<td>36240</td>
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<td>Oct 1-2</td>
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<td>36241</td>
<td>51</td>
<td>Oct 29-30</td>
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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. The class will be conducted over Zoom. $599

**Cultivation Assistant/Online**

**CANA 003 (6 sessions)**

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<tr>
<td>36239</td>
<td>51</td>
<td>Sep 18-Oct 19</td>
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<td>4:30 p.m. - 6:00 p.m.</td>
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<td>36329</td>
<td>52</td>
<td>Nov 23-Dec 18</td>
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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 self-paced, instructor-led class, and includes 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. Classes will be conducted via Zoom. Prerequisite: Cannabis Core. $799

**Extraction Technician/Online**

**CANA 004 (4 sessions)**

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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. The class will be conducted over Zoom. Prerequisite: Cannabis Core. $799

**Culinary Assistant**

**CANA 005 (6 sessions)**

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<td>Oct 18-Nov 3</td>
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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
Classes may be delivered as live in-person or live remote sessions, or blended. RE GISTER ONLINE: WWW.HCC.EDU/BCE

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. First two classes will be conducted over Zoom and the rest in person at the MGM HCC Culinary Arts Institute. Prerequisite: Cannabis Core. $799

Career

Patient Services Associate/Retail/Budtender CANA 006 (6 sessions)
CRN 36244 SEC 51 Nov 5-20 SunSat 10:00 a.m.-1:00 p.m.
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. Prerequisite: Cannabis Core. $799

Getting Paid to Talk: An Introduction to Voice Over CRER 003 (1 session)
CRN 36323 SEC 51 Oct 12 W 6:30 p.m.-8:00 p.m.
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

Introduction to Group Facilitation CRER 055 (1 session)
CRN 36064 SEC 51 TBA
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. Courses will be conducted over Zoom.

$79

**Personal Effectiveness**

**CRER 058 (1 session)**

CRN 36100  SEC 51  TBA

Build skills to help you achieve peak performance in work and life. The series lays the foundation for developing the discipline and tools to increase your personal effectiveness, your effectiveness with others, and building the critical thinking and problem-solving skills you need to achieve exceptional results. The series includes five interactive workshop sessions. Take anyone or all five classes. Interpersonal Effectiveness – develop the skills needed to work and positively interact with all types of people in your professional and personal life. Instructor: Susan Drummy.

$79

**Critical Thinking**

**CRER 060 (1 session)**

CRN 36102  SEC 51  TBA

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

$75

**Interpersonal Effectiveness**

**CRER 059 (1 session)**

CRN 36101  SEC 51  TBA

Build skills to help you achieve peak performance in work and life. The series lays the foundation for developing the discipline and tools to increase your personal effectiveness, your effectiveness with others, and building the critical thinking and problem-solving skills you need to achieve exceptional results. The series includes five interactive workshop sessions. Take anyone or all five classes. Personal Effectiveness – maximize your energy, skills, strengths, talents, and time to reach both work and life goals. Instructor: Susan Drummy.

$75

**Problem Solving**

**CRER 061 (1 session)**

CRN 36103  SEC 51  TBA

In this 5-part series, you’ll build skills to help you achieve peak performance in work and life. The series lays the foundation for developing the discipline and tools to increase your personal effectiveness, your effectiveness with others, and building the critical thinking and problem-solving skills you need to achieve exceptional results. The series includes five interactive workshop sessions. Take anyone or all five classes. Interpersonal Effectiveness – develop the skills needed to work and positively interact with all types of people in your professional and personal life. Instructor: Susan Drummy.

$79
REWIRE: Finding Purpose and Fulfillment After Retirement
CRER 084 (1 session)

Are you wondering how you will fill the 2080 hours per year you’ve spent at your full-time job when you retire? Boomers aren’t retiring, they are “rewiring” by pursuing satisfying self-employment, volunteering, part-time jobs, hobbies or new learning. In this interactive workshop you’ll complete a series of exercises and self-assessments, reflect and brainstorm with others, and create an action plan to help you transition into a satisfying new chapter of your life. You’ll also leave with a list of valuable resources. People who are contemplating retirement or have already retired will benefit from these workshops. Instructor: Barbara Foster. $49

Safety

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

The FAA predicts there will be upwards of 30,000 drones in the nations sky’s by 2020 while the numbers of new jobs created in the drone industry is estimated at 70,000. This is a 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 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
Arts

Beginning Watercolor Painting (Ware)
ARTS 008 (7 sessions)
CRN 35952 SEC 51 Sep 12-Oct 31 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. Classes will be conducted in person. Instructor: Melissa Pandina. No class on October 10. $189

Beginning Digital Photography
ARTS 010 (4 sessions)
CRN 35046 SEC 51 Oct 5-26 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
Color Photography
ARTS 011 (4 sessions)
CRN 35047 SEC 51 Nov 9-30 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 (Ware)
ARTS 019 (7 sessions)
CRN 35955 SEC 51 Sep 6-Oct 18 T 6:15 p.m.-9:15 p.m.
If you can you draw a stick figure, with practice and instruction you can easily develop into drawing realistically. Starting with primitive drawing, you’ll advance through the stepping stones to drawing realistically, and have fun doing it. Learn and explore shapes and shadow, negative space, rudimentary perspective, line quality and composition. All levels welcome but will be geared to beginners. Materials not included but expect to spend $35-$50. Students will receive the list of supplies by email on the day of registration. Classes will be conducted on campus. Instructor: Melissa Pandina. $189

Intermediate Watercolor Painting
ARTS 052 (7 sessions)
CRN 36321 SEC 51 Nov 7-Dec 19 M 6:15 p.m.-9:15 p.m.
Continue your watercolor journey. In this class we will be expanding our technique repertoire. We will also be exploring more complex subject matter like fire, water and reflections. This is a great class to get you out of your comfort zone and bring your skills to the next level while having fun. All skill levels welcome. Instructor: Melissa Pandina. (materials $25-$100) $189

Intermediate Drawing
ARTS 062 (7 sessions)
CRN 36322 SEC 51 Oct 25-Dec 6 T 6:15 p.m.-9:15 p.m.
Have you mastered basic drawing techniques but feel stuck at the beginners level? Move into more advanced drawing techniques as we move from sketches to finished drawings. We will be exploring shading techniques, light and shadow and how to capture detail without losing form. We will also focus on anatomy and compositional techniques. Instructor: Melissa Pandina. Supplies around $25-$50 not included in the tuition. $189

Expression

Piano for Pleasure:
Private Lessons for Adults
EXPR 009 (8 sessions)
CRN 36248 SEC 51 Sep 12-Nov 7 M 3:30 p.m.-6:00 p.m.
It's never too late to learn to play the piano! Learn key names, body/hand position, scales, chords, rhythmic values and note reading in a relaxed environment. Uncover a variety of musical styles, including 12 bar blues. Must have access to a piano or keyboard for practice of weekly assignment. “Play Piano Now” (#17193) published by Alfred, is available at music stores or online and needed for the first lesson. Upon registration, the instructor will contact you regarding a time slot. The class will be conducted over Zoom. Instructor: Marie Meder. No class October 10. $164

The Ukulele and You:
Have Fun Making Music
EXPR 017 (6 sessions)
CRN 36236 SEC 51 TBA 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

Publish Your Book Guaranteed
EXPR 022 (1 session)
CRN 36320 SEC 51 Oct 5 W 6:00 p.m.-9:00 p.m.
What’s the point of being a writer if nobody ever gets to read what you’ve written? Get a publishing professional’s inside perspective on how to publish your manuscript and get it onto bookstore shelves, ebook form, and in audiobook. You’ll learn everything you need to know, from designing your book and getting it reviewed, to online marketing, and to arranging your own promotional signing tours. Instructor: David Ewen. $45

Getting More Out of Your Ukulele:
Advanced Workshop
EXPR 044 (6 sessions)
CRN 36237 SEC 51 TBA 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

Frame Drum - Beyond the Basics
EXPR 058 (3 sessions)

CRN 36324  SEC 51  Oct 5-19  W  6:00 p.m.-7:15 p.m.

The frame drum is a tool to connect you to your own inner rhythm, along with the rhythms the world itself shares. Come practice some techniques in boosting your own energy, health and creativity. We will practice weaving voice with the drum and add in the hand held position of playing the drum. Bring your own frame drum or purchase one through HCC for $30. Prerequisite: Intro to Frame Drumming. Instructor: Melissa Vanek.

$45

Food

Professional Bartender
FOOD 002 (7 sessions)

CRN 35974  SEC 51  Oct 11-Nov 22  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.

$269

Show Stopper Starters
FOOD 030 (1 session)

CRN 36258  SEC 51  TBA

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 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. Instructor: Chef Dino Diaz. The class will be conducted in person on 164 Race Street, Holyoke, MA. $84

Delightful Southern Charm
FOOD 044 (1 session)

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)

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)

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 topped 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

Nonis Italian Kitchen
FOOD 053 (1 session)

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

Health and Fitness

Open Fitness
HLTH 001

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)

A total body workout on a mat that develops core strength, muscle flexibility and muscle balance. 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 music playing to assist with your concentration. Modifications will be taught and the workout intensity can be easily adjusted to accommodate all levels of fitness. Bring a small towel to class. Instructor: Mary Shelasky. $112 $59 (BC Members)

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

REGISTER ONLINE: WWW.HCC.EDU/BCE
Quick Step into Fitness
HLTH 010 (12 sessions)

- CRN 35355  SEC 51  TBA
- CRN 35357  SEC 52  TBA

Looking for a quick fun way to burn some calories, get your heart rate up and increase your metabolism? This class will warm you up, get your heart pumping and cool you down all in a very quick 30 minutes. Get your workout done and be on your way quick. 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 9-Oct 7  F  4:45 p.m.-5:45 p.m.
- CRN 35813  SEC 52  Sep 9-Oct 7  F  4:45 p.m.-5:45 p.m. (BC Members)
- CRN 35941  SEC 53  Oct 28-Dec 9  F  4:45 p.m.-5:45 p.m.
- CRN 35942  SEC 54  Oct 28-Dec 9  F  4:45 p.m.-5:45 p.m. (BC Members)

This fusion of standing and floor based yoga postures with slow, flowing movements gives you the strength and stability of yoga, the balance and mobility of Tai Chi, and the added benefits of mind/body programming which enhances calmness and reduces stress throughout our bodies. The class format cycles these 2 disciplines in 5 minute sections throughout the class. Instructor: Mary Shelasky. No class November 11 & 25.

$64
$34 (BC Members)

Multiple Muscle Marching
HLTH 068 (12 sessions)

- CRN 36318  SEC 51  Sep 6-Nov 22  T  4:30 p.m.-5:00 p.m.
- CRN 36319  SEC 52  Sep 6-Nov 22  T  4:30 p.m.-5:00 p.m. (BC Members)

This standing low-impact class, which is suitable for all fitness levels, will increase your heart rate while working multiple muscle groups. If you can walk, you can be successful in this class. Modifications and progressions will be offered based on your fitness levels. We’ll incorporate simple choreography that will allow you to stay in your designated workout spaces, following Pandemic safety protocols. Masks must be worn for the duration of the class when the class is held indoors. Class will be moved outdoors, weather permitting, whenever possible, where masks will be optional. Class size is limited to 12 students. Instructor: Mary Shelasky.

$64
$34 (BC Members)
Home and Garden

Residential Interior Design 1
HOME 002 (7 sessions)
CRN 36223 SEC 51  Sep 4-Oct 26  W  6:00 p.m.-8:00 p.m.
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. Instructor: JoAnn Duza-Athas.
$179

Residential Interior Design 2
HOME 003 (7 sessions)
CRN 36224 SEC 51  Nov 2-Dec 14  W  6:00 p.m.-8:00 p.m.
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. Instructor: JoAnn Duza-Athas. No class November 24.
$179

Languages

Basic Conversational French 1
LANG 005 (7 sessions)
CRN 35796 SEC 51  Sep 4-Oct 26  W  6:00 p.m.-8:00 p.m.
Introduction to the French culture via fun conversations. The goal of the class is to cover different topics such as holidays, services and travel using everyday expressions. The class will prepare you with the basic foundation for a safe and fun “sejour” in France or other francophone countries. At the end of the course, you will have a better understanding of the French culture and will be more confident in conversing in French. Suggested prerequisite: a basic knowledge in French grammar. Instructor: Ingrid Vega. No class November 24.
$179

Conversational French 2
LANG 006 (7 sessions)
CRN 35797 SEC 51  Nov 2-Dec 14  W  6:00 p.m.-8:00 p.m.
Introduction to the French culture via fun conversations. The goal of the class is to emphasize the ability of each student to discuss topics such as holidays, services and travel using everyday expressions. The class will prepare you with the basic foundation for a safe and fun “sejour” in France or other francophone countries. At the end of the course, you will have a better understanding of the French culture and will be more confident in conversing in French. Suggested prerequisite: a basic knowledge in French grammar. Instructor: Ingrid Vega.
$179

Basic Conversational Spanish 1
LANG 008 (7 sessions)
CRN 35810 SEC 51  Oct 4-Nov 15  T  6:00 p.m.-8:00 p.m.
An introduction to basic Spanish language. Covering words, phrases, asking questions and providing answers. The first building blocks needed for achieving proficiency will be emphasized. Finish the workshop having some confidence in speaking Spanish. Instructor: Karolina Kopczynski.
$179

Spanish for Healthcare Professionals
LANG 043 (10 sessions)
CRN 36108 SEC 51  Oct 5-Dec 7  W  6:00 p.m.-8:15 p.m.
Designed for healthcare professionals, case workers, and staff, to develop your fluency, pronunciation and oral comprehension in the local dialect of Spanish. Intended for individuals with little or no knowledge of Spanish. Contextualized for medical and health related settings. Basic grammatical structures will be used to communicate needs, desires, preferences, and basic personal information such as health issues, medical concerns and pain management. Customs and cultural insights will also be presented. Instructor: Karolina Kopczynski.
$284

Portuguese for Beginners
LANG 054 (7 sessions)
CRN 36326 SEC 51  Oct 18-Nov 29  M  6:00 p.m.-8:00 p.m.
Portuguese is the official language of several countries, including Portugal, Brazil, and a number of African nations. With 200 million native speakers –including over 51% of the South American population, Portuguese is a valuable and popular language to learn. Whether you need it for work, school, family or vacation, this course will provide you with some very basic grammar structures, everyday vocabulary and sentences that will help you interact with Portuguese speakers. You will also have fun learning Portuguese with music and video. Instructor: Monica Rocha Antonin.
$179

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

REGISTER ONLINE: WWW.HCC.EDU/BCE
Money and Investment

Retirement Planning
MONY 009 (2 sessions)

CRN 35395  SEC 51  Oct 11 ‑18  T  6:00 p.m.‑9:00 p.m.
CRN 35396  SEC 52  Jan 1 ‑Mar 30  Th  6:00 p.m.‑9:00 p.m.

Will you be financially ready to retire at the age you’re planning? If you haven’t started planning, how do you begin the process? In this comprehensive retirement planning course, learn strategies on how to: create your own goals for a successful retirement; plan your retirement income to preserve a comfortable standard of living; transfer the risk of potential losses before and during retirement; remain financially flexible during retirement; reduce or eliminate taxes, expenses, delays and legal challenges with estate planning. Christopher E DiStefano, Certified Financial Practitioner, CLTC, has been presenting educational retirement planning courses at various colleges, universities, and businesses for the past 15 years. Program includes free Text/Reference Guide and Personal Financial Fact Finder. Non-credit tuition includes couples. $75

Social Security Income Enhancing Strategies
MONY 062 (1 session)

CRN 35397  SEC 51  Oct 24  M  6:00 p.m.‑8:00 p.m.

Many people start taking social security as soon as possible... but is this the best choice for you? Learn how to maximize your social security and survivor benefits. Strategies for those that are single, married, divorced and widowed will be discussed. Cost of living adjustments, taxation of benefits and working while collecting social security will be explained. Coordinating other retirement accounts with social security distributions and Required Minimum Distribution rules will be explained to assist you in making informed decisions. Workbook included. Instructor: Susan Allen. $49

Lifelong Learners (55+)

Memory, Dementia & Alzheimer’s
LIFE 012 (1 session)

CRN 35976  SEC 51  Oct 6  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. Class conducted over Zoom. $29

Social Security Income Enhancing Strategies
MONY 062 (1 session)

CRN 35397  SEC 51  Oct 24  M  6:00 p.m.‑8:00 p.m.

Many people start taking social security as soon as possible... but is this the best choice for you? Learn how to maximize your social security and survivor benefits. Strategies for those that are single, married, divorced and widowed will be discussed. Cost of living adjustments, taxation of benefits and working while collecting social security will be explained. Coordinating other retirement accounts with social security distributions and Required Minimum Distribution rules will be explained to assist you in making informed decisions. Workbook included. Instructor: Susan Allen. $49
Protecting Your Financial Nest Egg a class for Seniors & Retirees (HCC) MONY 072 (2 sessions)

CRN 35016  SEC 51  TBA

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 Exam TEST 001

CRN 35489  SEC 54  TBA  MTWTh  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.
UX/UI Ignition:

**Duration:** 10 Weeks
**Time Commitment:**
Part-Time;
Tues & Thurs 6 PM - 9 PM (EST)
**Total Hours:** 60
**Cost:** $4,000
**Dates:** Oct 10 - Dec 14, 2022

**Program Benefits:**
This course is a 10-week, 2 nights a week (6 hours a week), so it is flexible for working adults looking to gain new skills. You will learn the foundations of UX/UI design in a completely virtual classroom setting.

**What You Will Learn:**
You will learn the fundamental concepts and techniques essential to user experience (UX) design. You will leave the course knowing how to employ the processes and research methods that allow you to identify design opportunities in a website or application. You will also learn how to design a digital product or application from scratch, starting with low-fidelity sketches and ending with a high-fidelity prototype. The objective of this course is to not only learn how digital products are designed, but also to think like a UX designer and put yourself in the shoes of your users. This course teaches visual design fundamentals as well as the philosophies, insights, and processes that inform and guide good design decisions.

**Job Titles:**
Product Designer, UX Designer, Jr. UX/UI Designer, Marketing Coordinator, Project Coordinator, UX/UI Copywriter, Technical Operations Manager, Strategic Account Manager

Software Development Bootcamp:

**Duration:** 12 Weeks
**Time Commitment:**
Full-Time;
Mon - Fri 9 AM - 5 PM (EST)
**Total Hours:** 480
**Cost:** $10,000
**Dates:**
Sep 26 - Dec 16, 2022
Nov 14 - Feb 10, 2023

**Job Titles:**
Web Developer, Software Engineer, Jr. Software Engineer, Jr. Web Developer, Customer Support Specialist, Customer Success Specialist, Software Developer, Software Support Developer, Associate Developer

**The Opportunity:**
There is no better time than now to jump into the world of software development! As the world becomes increasingly reliant on technology, the demand for programming skills is at an all-time high. Our grads see an average increase in salary of $15,000 in their first job after graduation, and salaries only continue to grow from there. This program teaches the most widely used programming language in the world - JavaScript. Companies big and small, including Google, LinkedIn, Facebook, and Netflix all use JavaScript to power parts of their web applications.
Program Benefits: In addition to learning in-demand skills, our graduates are job-ready upon graduation with the assistance of our Career Services team. While in class, our students learn about the tech industry, career pathways, the job market, and the job search process, and receive a customized job search strategy and unlimited 1:1 career coaching. Alongside technical instruction and Career Services, students develop their interpersonal skills through collaboration, where they work on a real-world project with a real company that further enhances their experience in speaking the industry language and building the skills necessary to effectively contribute to a team. Network weekly with guest speakers from the tech industry where we hear from different software developers, web designers, and development managers. See what code looks like in real technical environments, and discuss interviewing techniques, career pathways, and much more.

What You Will Learn: Over the course of 12 weeks, you will learn how to build, test, and deploy software applications using JavaScript on the client- and server-side of an application (front-end + back-end). Starting with fundamentals, you will quickly move into more complex programming concepts that are solidified through challenges, such as pair programming, weekly projects, lab exercises, and code reviews. The projects you create throughout the course will be used to build your portfolio which will serve as a showcase of your work and a valuable asset to your post-bootcamp job hunt. You will learn how to code with JavaScript, web design, responsive layout, client-side programming, server-side programming, React apps, and databases, plus several professional and soft skills from collaborating with teams and working with Career Services.

Software Development Ignition:

Duration: 10 Weeks
Time Commitment:
Part-Time; Tues & Thurs 6 PM - 9 PM (EST)
Total Hours: 60
Cost: $4,000
Dates:
Jul 05 - Sep 08, 2022;
Sep 12 - Nov 16, 2022;
Oct 04 - Dec 08, 2022

The Opportunity: JavaScript Ignition is an introductory course perfect for anyone new to the field or just starting out. This course is designed for people who are interested in exploring coding as a career or for professionals who are already working in technology that will benefit from learning the practical and highly sought-after skills taught in this course.

Program Benefits: This course is a 10-week, 2 nights a week (6 hours a week), so it is very flexible for working adults looking to gain new coding skills. You will learn the foundations of software development in a completely virtual classroom setting.

What You Will Learn: JavaScript Ignition is a 10-week, part-time course hosted during the evenings twice per week. Each week you will learn a new concept that guides you through the basics of JavaScript programming to an intermediate level. Along the way, you will be working through projects of increasing complexity as you advance into your final project - a fully functioning web application. You will learn to code with JavaScript, functions, logics, input/output, data structures, the World Wide Web, client-side coding, server-side coding, and advanced layouts with CSS.
Accounting
Addiction Studies
Cannabis Cultivation
Child Development
Clean Energy
Community Health Worker
Culinary Arts
Cyber Security
Deaf Studies
Developmental Disabilities Direct Support
Direct Care Worker
Graphic Design
Hospitality Management
Human Resource Management
Human Services
Infant/Toddler and/or Preschool
Marketing
Medical Assistant
Medical Billing & Coding
Mental Health Studies
Music Performance
Practical Nursing
Veterinary Assistant

Human Resource Management
Information Technology
Latinx Studies
Liberal Arts and Science
Marketing
Mathematics
Music
Natural Resources
Nursing*
Physics
Psychology
Radiologic Technology*
Sociology
Sport Management
Theater Arts
University Without Walls
Veterinary Technician*
Visual Art

*Nursing, Practical Nursing, Radiologic Technology and Veterinary Technician programs have a competitive admission process and require attendance at a mandatory information session, offered each month.

Check hcc.edu/explore for a listing of information sessions for your program of interest.
Los programas de enfermería, enfermería práctica, tecnología radiológica y técnico veterinario son competitivos y requieren la asistencia a una sesión de información obligatoria ofrecida cada mes.

Consulta hcc.edu/explore para la lista de sesiones de información sobre el programa que te interesa.
We want you to have a successful start to your college career.
That’s why we have so many programs and services designed to make your first year experience the best it can be. Think of them collectively as your college toolkit, with all the resources you need to succeed brilliantly.

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

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

I have become a version of myself I didn’t know existed, because of the amazing encouragement and opportunities I have received as a student at Holyoke Community College.
— Jeffrey Anderson-Burgos ’15
Liberal Arts, Sociology
START WITH SUCCESS

At HCC, you’ll find a multitude of ways to deepen your understanding of a subject, and a multitude of learning environments.

Ready for a challenge?

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

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

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

— Tameika Heathman Psychology
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
How’d you hear about us?  Please check all that apply.

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

About you:

Last name: ______  First name: ______

Date of birth: ____/____/____  Phone: ______  Email: ______

Street address: ____________________________

City: ______  State: ______  Zip code: ______

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

Signature: ____________________________

Class selections:

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Total: ______

Payment:

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

- Visa  - Check  - Card number: ______
- MasterCard  - Money Order  - Expiration date: ______
- Discover  - 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.–3:30 p.m.
4. FAX  413.552.2745
5. MAIL  Business & Community Education – Kittredge Center 303 Homestead Avenue Holyoke, MA 01040

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

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