

**HOLYOKE  
COMMUNITY  
COLLEGE**



HCC MGM CULINARY ARTS INSTITUTE - SEE PAGE 3

# SPRING 2018

CLASSES BEGIN IN JANUARY. REGISTER NOW AT [WWW.HCC.EDU/BCE](http://WWW.HCC.EDU/BCE)

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MGM will open its casino, retail, dining, and entertainment complex in the fall of 2018, bringing over 3,000 new jobs to the area. Now is the time to get ready. For training opportunities for upcoming jobs at MGM Springfield, go to:

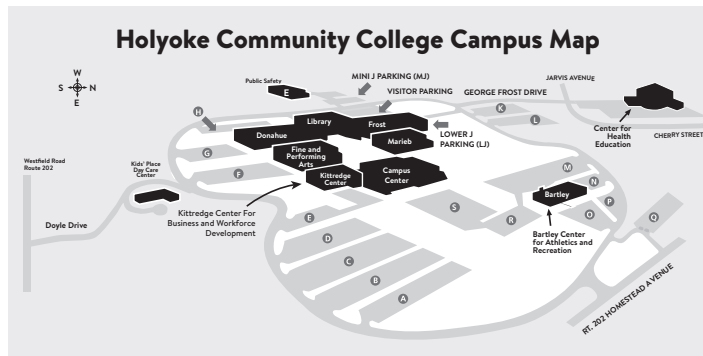
**[www.mccti.org](http://www.mccti.org)**

**Dealer school scheduled to open February 2018**  
**Register now.**



Training for upcoming jobs at MGM Springfield presented by Training and Workforce Options (TWO), a joint venture of Springfield Technical and Holyoke Community Colleges

## Holyoke Campus Map / Parking



**Parking:** All students are required to register their vehicles with the Campus Police Department. During the evening, students may register their cars at the switchboard located on the third floor of Frost. You must provide a valid vehicle registration. Consult the campus map (above) for student parking areas. There is no charge for a parking sticker.

### BUILDINGS

- BC Bartley Center** David M. Bartley Center for Athletics & Recreation
- CC Campus Center** Bookstore, Cafeteria
- CHE Center for Health Education**
- DON Donahue** Social Sciences; Arts & Humanities; Library; AV Center
- FPA Fine & Performing Arts** Fine & Performing Arts; Leslie Phillips Theater
- FR Frost** Administration (Welcome Center, Student Records, FR 221), Admissions
- KC Kittredge Center** Business, Science, Technology, Engineering & Math
- MRB Marieb** Health & Natural Sciences
- PS Public Safety** Power Plant, Campus Police

**For maps, directions and more on parking go to [www.hcc.edu/location](http://www.hcc.edu/location)**

### Main Campus

**Kittredge Center for Business and Workforce Development**  
303 Homestead Avenue  
Holyoke, MA 01040  
413.552.2500  
[www.hcc.edu](http://www.hcc.edu)

### Additional Locations

**E2E: Quaboag Region Workforce and Training Center**  
79 Main St. Ware, MA 01082  
413.552.2086, [rgriffin@hcc.edu](mailto:rgriffin@hcc.edu)

**Ludlow Area Adult Learning Center (LAALC)**  
54 Winsor St., Ludlow, MA 01056  
413.583.0320  
[www.ludlowcenter.org](http://www.ludlowcenter.org)

**Picknelly Adult and Family Education Center (PAFEC)**  
206 Maple St., Holyoke, MA 01040  
413.552.2990

**Now serving...**

# The HCC MGM Culinary Arts Institute

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

## Associate Degrees and Credit Certificate Programs

### Hospitality Management

Contact Warren Leigh, 413.552.2298,  
wleigh@hcc.edu

### Culinary Arts

Contact Warren Leigh, 413.552.2298,  
wleigh@hcc.edu

## Professional Development Certificates

### Culinary & Hospitality Programs

See pages 11-13

### ServSafe

See page 12

### TiPS

See page 12

Contact Maria Vargas at  
413.552.2122, mvargas@  
hcc.edu, or Bob Griffin,  
413.552.2086, rgriffin@hcc.edu

## Personal Enrichment

### Gourmet Cooking Classes

See page 19-20. Contact  
Valentyna Semyrog, 413.552.2123, vsemyrog@hcc.edu  
or Ken White, 413.552.2324, kwhite@hcc.edu

## Job Training for The Unemployed

### Partnership for Hospitality and Culinary Excellence

Contact Milissa Daniels, 413.552.2042,  
mdaniels@hcc.edu

## Starting in December classes to be held at the new HCC MGM Culinary Arts Institute

164 Race Street, Holyoke MA





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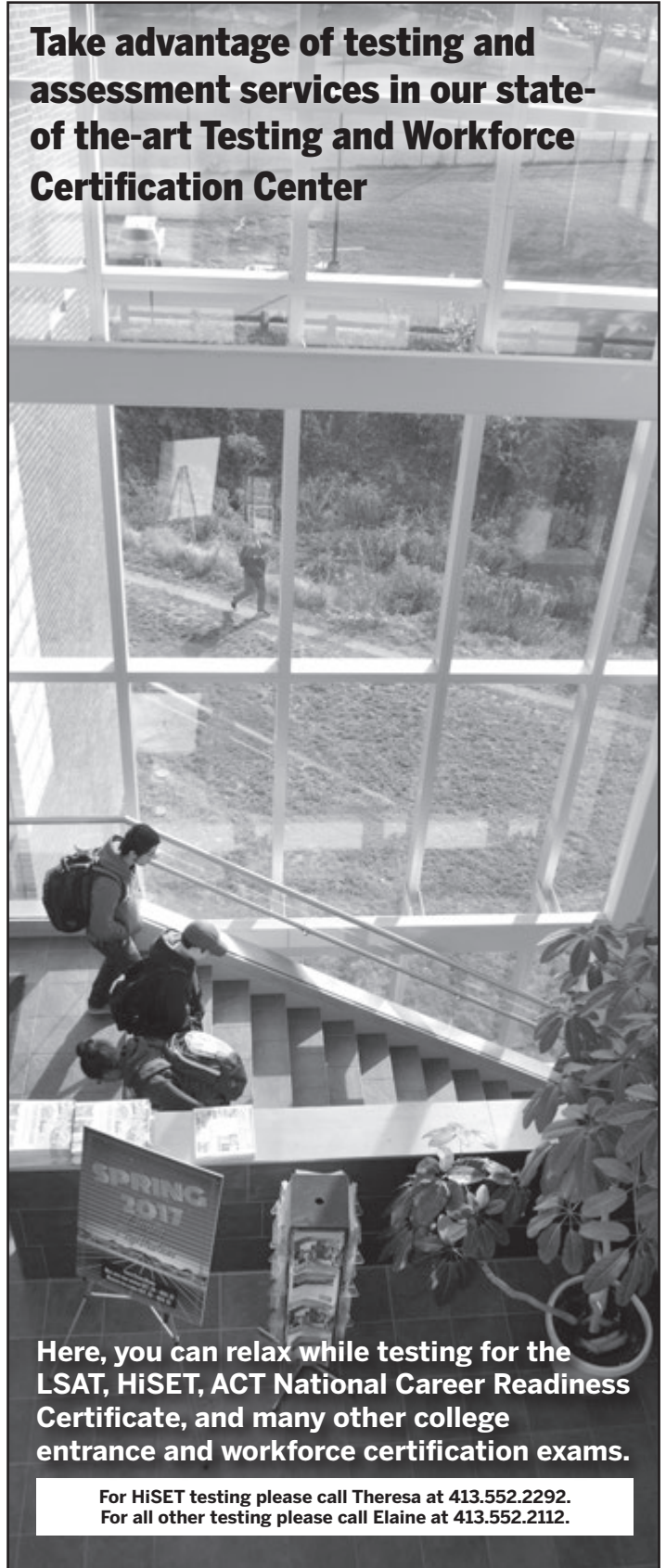
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**For HiSET testing please call Theresa at 413.552.2292.  
For all other testing please call Elaine at 413.552.2112.**

# COMPUTERS & TECHNOLOGY

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

CRN 15482 Feb 13-Mar 6 T 6-9 p.m.

Understand how to use Microsoft Office, a necessity for workers, job seekers, and home computer users. Learn the basics of creating, formatting, and working 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.

**\$199**

## Introduction to Microsoft Word 2016 TECH 006 • 4 sessions

CRN 15498 Mar 13-Apr 3 T 6-9 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.

**\$199**

## Introduction to Microsoft Excel 2016 TECH 007 • 4 sessions

CRN 15483 Apr 10-May 1 T 6-9 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.

**\$199**

## MOS Word 2010 Exam Prep. CWD 832 • 6 sessions

CRN 15081 Feb 7-22 WTh 6-9:30 p.m.

Prepares you to pass the Microsoft Office Specialist exam for Word and to gain a marketable credential and a valuable addition to your resume. Topics covered include: sharing and maintaining documents, formatting content, applying page layout and reusable content including illustrations and graphics, proofreading, applying references and hyperlinks, performing mail merge operations. Your certification exam can be scheduled in the HCC Testing and Workforce Certification Center. Exam fees not included.

**\$199**

Students in computer classes should bring a flash drive.

## MOS Excel 2010 Exam Prep. CWD 833 • 6 sessions

CRN 15082 Mar 7-22 WTh 6-9:30 p.m.

Preparation for Microsoft Office Specialist certification exam in Excel will help you add a valuable credential to your resume. Topics covered include: managing the worksheet environment, creating cell data, formatting cells and worksheets, applying formulas and functions, presenting data visually, sharing worksheet data with others, analyzing and organizing data. Exam can be taken at the HCC Testing and Workforce Certification Center. Exam fees not included.

**\$199**

## MOS PowerPoint 2010 Exam Prep. CWD 820 • 4 sessions

CRN 15075 Feb 17-Mar 10 S 9 a.m.-1 p.m.

Earn a Microsoft Office Specialist certification in PowerPoint. This course prepares you for the exam. Topics include: managing the PowerPoint environment, creating a slide presentation, working with graphical and multimedia elements, creating charts and tables, applying transitions and animations, collaborating on presentations, preparing and delivering presentations. Exam can be taken in the testing center at HCC. Exam fees not included.

**\$159**

## Introduction to Adobe Photoshop CC TECH 008 • 4 sessions

CRN 15487 Feb 1-22 Th 6-9 p.m.

Discover the power of Photoshop CC. Learn tools and basic image manipulation techniques,

including image formats, filter effects, retouching digital photos, color correction, layers, and painting tools. You should have a working knowledge and basic level of computer proficiency. Ideal for beginning web designers and digital camera owners. Class taught on PCs, but Mac owners encouraged to attend.

**\$199**

## Introduction to Adobe Illustrator CC TECH 015 • 4 sessions

CRN 15529 Feb 26-Mar 19 M 6-9 p.m.

Illustrator is the software of choice in designing high quality logos, vectors, and complex, multi-layered artistic work, broadcast graphics, and titles. Learn the basics of each tool, in addition to creating 3D shapes. Gain proficiency using paints, pen, brush and colors. If you need to work in both small and larger formats with ultra high quality, this course is for you.

**\$199**

## Introduction to Adobe InDesign CC TECH 016 • 4 sessions

CRN 15500 Mar 26-Apr 23 M 6-9 p.m.

Use this powerful layout software to learn graphics design. Create dynamic visual communications including "knock-out" magazines, letterheads, business cards, flyers, and publications. Learn to use the work area elements that make up the main screen including: edit commands; all of the drawing, frame, and shape tools; tables; paths; and additional palettes. Learn techniques to manage documents, to add photos, and to create unique designs.

**\$199**



# COMPUTERS & TECHNOLOGY

## Quickbooks

See "Bookkeeping" in the "Professional Development" Section.

## Web & Web Design

### Facebook & LinkedIn

#### CWD 616 • 1 session

CRN 15089 Feb 24 S 9 a.m.-Noon

CRN 15090 Mar 7 W 6-9 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**

### Introduction to WordPress

#### TECH 067 • 4 sessions

CRN 15485 Mar 19-Apr 9 M 6-9 p.m.

Build beautiful, easy-to-update websites with WordPress - no coding required. In this four-week course, you'll learn how to get your content out there, choose a modern and secure design, expand your audience, and ultimately build the website of your dreams. If you want to showcase your business, build your online portfolio, or just get started blogging, this is the course for you. **\$159**

### Advanced WordPress

#### TECH 079 • 4 sessions

CRN 15912 Apr 30-May 21 M 6-9 p.m.

Take your website to the next level. Over four weeks, you'll learn to make quick style changes to your WordPress site, build application and sign up forms, send automatic newsletters, and much more. If you have an existing WordPress site you want to enhance and empower, join us for this class. Prior WordPress experience required. **\$159**

## Information Technology

### CompTIA A+ • CWD 900 • 5 sessions

CRN 15530 Feb 5-9 MTWThF 8 a.m.-4:30 p.m.

CRN 15531 Mar 5-9 MTWThF 8 a.m.-4:30 p.m.

If you are pursuing a career as an entry-level information technology professional or personal computer service technician, CompTIA A+ is your first step. The course will build on your existing user-level knowledge and experience and present fundamental skills and concepts that you will use on the job. You will learn to install, upgrade, repair, configure, troubleshoot, optimize, and maintain personal computer hardware and operating systems. An introductory course in Windows, or equivalent skills and knowledge, is required.

**\$1999**

### CompTIA Security+

#### CWD 901 • 5 sessions

CRN 15534 Mar 19-23 MTWThF 8 a.m.-4:30 p.m.

CRN 15535 Apr 2-6 MTWThF 8 a.m.-4:30 p.m.

CompTIA Security+ is the primary course you will need if your job responsibilities include securing network services, devices, and traffic in your organization. This course prepares you for the CompTIA Security+ certification examination (Exam SY0-401). You will build on your professional experience as you acquire the specific skills required to implement basic security services on any type of computer network. Fundamental computer skills are required. CompTIA A+ and Network+ certifications or equivalent knowledge are recommended.

**\$1999**

### CompTIA Network+

#### CWD 902 • 5 sessions

CRN 15536 Apr 30-May 4 MTWThF 8 a.m.-4:30 p.m.

The CompTIA Network+ course presents the fundamental skills and concepts that you will need to use on the job in any type of networking career. The course prepares you for the CompTIA Network+ certification examination (Exam N10-005). To ensure your success, you will need basic Windows end-user computer skills. In addition, we highly recommend that you hold the CompTIA A+ certification, or have equivalent skills and knowledge.

**\$1999**



To sign up online  
or for complete course  
descriptions:  
[www.hcc.edu/bce](http://www.hcc.edu/bce)



## Cisco Training Academy

Develop your knowledge and skills. Prepare to pass the certification exam and become a Cisco Certified Network Associate (CCNA) by taking these four courses, two of which are offered every semester:

- Module I: Introduction to Networks
- Module II: Routing & Switching Essentials
- Module III: Scaling Networks
- Module IV: Connecting Networks

Income-based scholarships are available.

### Cisco I: Introduction to Networks

**CWD 814 • 17 sessions**

CRN 15077 Mar 5-May 1 MT 6-10 p.m.

Develop your knowledge and skill and prepare to become a certified network administrator. This is the first course in a series of prep courses designed to help you pass your certification exam and become a Cisco Certified Network Associate (CCNA). Includes: exploring the network operating system, network protocols and communications, network access, Ethernet, network layer, transport layer, IP addressing, subnetting IP networks, and application layers. **\$849**

## Computer Basics at PAFEC

These courses are offered at our downtown Holyoke campus in the Picknelly Adult and Family Education Center (PAFEC) at 206 Maple St., a renovated 19th century firehouse with all the latest technology, easy access to major highways, and ample parking.

### Bootcamp • TECH 083 • 1 session

CRN 15922 Mar 19 M 5-7 p.m.

Interested in creating more robust Balance Sheet and Profit & Loss Reports? We'll review these reports while practicing ways of creating, editing and memorizing them. Covers common mistakes. In addition, we will concentrate on common reports used with vendors and customers. You'll learn how to create, edit and filter a variety of reports while gaining the techniques used to quickly review data that you want to frequently track. Prerequisite: Introduction to QuickBooks or intermediate level QuickBooks experience. **\$49**

### There's an App for That

**TECH 073 • 1 session**

CRN 15741 Feb 8 Th 5-7 p.m.

CRN 15744 Apr 5 Th 5-7 p.m.

Make the most of your smartphone in this class. We will discuss how to connect your various



devices, use email and google drive, and explore apps that can make your life easier and more interesting. **\$25**

### Google Like a Pro • TECH 074 • 1 session

CRN 15745 Feb 15 Th 5-7 p.m.

CRN 15747 Apr 12 Th 5-7 p.m.

Learn how to make Google work for you. Learn how to use Google Drive to store and share documents, and Google Docs and Sheets to work collaboratively. It's the best parts of Microsoft Office in a free, sharable space. **\$25**

### Troubleshooting Basics

**TECH 075 • 1 session**

CRN 15749 Feb 22 Th 5-7 p.m.

CRN 15750 Apr 19 Th 5-7 p.m.

Computers are wonderful tools, but what should you do when things go awry. This class will provide you guidance in dealing with common issues (freezing, pop up boxes, warning messages, screen or mouse malfunction), to get your computer running smoothly again. **\$25**

### Buyer's Guide to Finding the Right Computer for You • TECH 038 • 1 session

CRN 15740 Feb 1 Th 5-7 p.m.

CRN 15742 Mar 29 Th 5-7 p.m.

In this class we will explore the different types of computers and brands, as well as the vocabulary

of memory systems, processing speed, and operating systems. **\$25**

### Acing the Online Class

**TECH 076 • 1 session**

CRN 15752 Mar 1 Th 5-7 p.m.

CRN 15753 Apr 26 Th 5-7 p.m.

Are you thinking about taking an online class? Join us for tips and tricks to be successful in the classroom of the future: your living room! We'll discuss how to navigate online platforms, how to manage time, and what to expect from online learning. **\$0**

### Tech Tools for Students

**TECH 077 • 1 session**

CRN 15755 Mar 8 Th 5-7 p.m.

CRN 15756 May 3 Th 5-7 p.m.

Successful students need to use technology on a daily basis. This class explores the applications and tools that students can use to maximize their learning. We'll cover Microsoft Office programs (and their free versions), how to work collaboratively, and how to locate relevant information. **\$0**

Students in computer classes should bring a flash drive.

# PROFESSIONAL DEVELOPMENT



## Bookkeeping

### Introduction to Quickbooks 2015

**TECH 010 • 4 sessions**

CRN 15499 Mar 21-Apr 11 W 6-9 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.

**\$199**

### QuickBook 2015 Reports

**TECH 082 • 2 sessions**

CRN 15890 Apr 18-25 W 6-9 p.m.

Interested in creating more robust Balance Sheet and Profit & Loss Reports? We'll review these

reports while practicing ways of creating, editing and memorizing them. Covers common mistakes. In addition, we will concentrate on common reports used with vendors and customers. You'll learn how to create, edit and filter a variety of reports while gaining the techniques used to quickly review data that you want to frequently track. Prerequisite: Introduction to QuickBooks or intermediate level QuickBooks experience.

**\$134**

## Commercial Drivers License

### Commercial Driver's License - Class B Training Program (50 hours) • CMDL 019

CRN 15056 Feb 26-Mar 2 MTWThF 5:30-8:30 p.m.

Train for a lucrative new career without quitting your day job. Offered in association with Tri-State CDL, this 50-hour program includes classroom and on-road instruction. Upon successful completion, you'll be federally licensed to operate a Class B

motor vehicle and will be scheduled to take your CDL exam with the State Police. The diploma is an RMV recognized document and will allow you to enter the transportation industry.

**\$1949**

### Coach & Bus Driver Training - Class B License (P Endorsement) (50 hours)

**CMDL 020**

CRN 15055 Feb 26-Mar 2 MTWThF 5:30-8:30 p.m.

Prepare to become a licensed bus driver. Classroom hours include: orientation, log book training, vehicle inspection, and special features with a focus on passenger safety. The yard portion covers start up, shut down, speed and space management, emergency maneuvers, skid control, roadway hazards, and extreme weather - all with the safety of passengers in mind. Offered in conjunction with Tri-State CDL.

**\$2999**

## Construction Supervisors & Building Professionals - Online

Continuing education courses offered in conjunction with the Home Builders & Remodelers Association of Massachusetts. Self-paced, two-hour courses can be accessed from your computer, tablet, or phone. Earn a Certificate of Completion and college CEUs. A single course is \$39. Three or four courses are \$30 each; five or more, \$23 each. For more information, contact Ken White at (413) 552-2324 or [kwhite@hcc.edu](mailto:kwhite@hcc.edu). To enroll, go to <https://hbrama.education/>

### Mechanic's Lien and Compliance with Massachusetts General Laws Chapter 254 • HBRA 001

CRN 15860

Learn how to protect your business. Course covers General Contractor Liens, Sub-Contractor Liens, Statements of Accounts, Partial Lien Waivers, Notice of Contract, Notice of Identification, Notice of Substantial Completion, General Lien Waivers and proper Notice of Lien Waivers.

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

CRN 15861

A review of the importance of written contracts, contract provisions to be included in construction contracts, requirements of 780 CMR as it relates to Mass Contracts, General Laws Chapter 142A, and compliance with Massachusetts General Laws Ch. 142A including rights of rescission, and lead paint issues.



## Building An Airtight Home • HBRA 003

CRN 15862

Covers the critical areas of air filtration and air barriers, blower door testing and metrics, framing an airtight house, and insulating and sealing an airtight house. Familiarize yourself with elements of planning and design of a super-insulated home, construction details, building testing during construction & building performance after completion.

## Fall Prevention and Silica Safety HBRA 004

CRN 15863

Learn how to keep your employees safe as well as yourself on-the-job. Leading causes of construction fatalities and serious injuries and how to prevent them are discussed. Includes demonstrations of the latest safety equipment on the market, fall prevention systems, training resources and OSHA compliance and expectations.

## Residential IECC 2015 Energy Code Overview • HBRA 005

CRN 15864

An overview of the major requirements of IECC 2015 and interpretation of what these new standards will mean in practice. What will builders have to do to comply with the new requirements? How will the standards affect HVAC contractors and code officials?

## Lead Safety Isn't Just About Lead Paint • HBRA 006

CRN 15865

In depth presentation on lead-based paint, dust and debris, and the associated health risks and effects of lead exposure. Includes discussion on what homes have lead-based paint, the differences between EPA and MA regulations, on-site supervisor's requirements, required documentation for employees, OSHA, required record keeping and appropriate construction practices.

## Avoiding Costly Construction Mistakes • HBRA 007

CRN 15866

Covers improper site preparation and grading, foundation mistakes, the benefits of water proofing vs. damp proofing, vapor retarders, backfill and control joints. Special attention to discussing sill anchor bolt placement, attached and free-standing decks and floor cantilevering, load bearing, proper house wrapping techniques, reroofing, ice barriers and dryer exhaust challenges.

## Builders Introduction to HVAC Systems: Old & New • HBRA 008

CRN 15867

Comprehensive program on understanding the basic relationships of moisture in air, learning about the range of efficiency options available for HVAC systems today, heat pump operation, Building Code changes that apply to residential HVAC systems and the energy implications of the relationship between the building envelope and HVAC systems. At the conclusion of this program, you'll make better decisions in selecting and installation of efficient HVAC systems and available governmental rebates.

## Keeping Moisture Out & Flashing Techniques • HBRA 009

CRN 15868

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

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

## Construction Trades

### Introduction to General Construction • CWD 938 • 42 sessions

CRN 15733 Jan 16-Jun 7 TTh 6-9 p.m.

Sixty hour program includes: OSHA 10-Hour; construction math; power and hand tools; introduction to construction drawings, basic rigging, introduction to materials handling, communication skills; and basic employability skills. **\$500**

### Plumbing Tier 1 • CWD 939 • 42 sessions

CRN 15734 Jan 16-Jun 7 TTh 6-9 p.m.

This course consists of 120 classroom hours covering the following areas: introduction to plumbing, safety & installation practices, education and experience requirements 248CMR 3.00 and 11.00, materials, tools, and joining methods used in plumbing, valves and devices used in plumbing, residential blueprint reading, math, definitions. **\$975**

## Plumbing Tier IV CWD 940 • 42 sessions

CRN 15735 Jan 16-Jun 7 TTh 6-9 p.m.

Covers the following: gas code; general provisions; scope and jurisdiction; drainage piping; water supply; fixture installations; hospital fixtures; manufactured homes & construction trailers; public and semi-public swimming pools; vacuum drainage systems; basic principles, definitions. **\$975**

## Plumbing Tier V • CWD 941 • 42 sessions

CRN 15736 Jan 16-Jun 7 TTh 6-9 p.m.

Reviews all sections of the Massachusetts State Plumbing Code 248 CMR 3.00, 248 CMR 10.00, and 248 CMR 11.00; NFPA-54-2012, NFPA-58-2011, Massachusetts Fuel Gas Code 248 CMR 4.00, amendments for NFPA-54-2012 248 CMR 5.00, Large Gas Utilization Equipment 248 CMR 7.00 and amendments to NFPA 58-2011 248 CMR 8.00; plumbing related math covered in Tier I through Tier V; all sketches in Massachusetts State Plumbing Code Section 10.22 Figures; and business related costs. **\$975**

## Sheet Metal 1 • CWD 942 • 42 sessions

CRN 15737 Jan 16-Jun 7 TTh 6-9 p.m.

In 150 classroom hours this course covers: basic safety, communication and employability skills; introduction to construction math, construction drawings, hand tools, power tools, rigging, materials handling, the sheet metal trade, and sheet metal layout and processes; tools of the trade; trade math one; fabrication one; and parallel line development. **\$1215**

## Sheet Metal 2 • CWD 943 • 42 sessions

CRN 15738 Jan 16-Jun 7 TTh 6-9 p.m.

This course consists of 150 classroom hours covering the following areas: installation of ductwork, installation of air distribution accessories, insulation, architectural sheet metal, trade math two, plans and specifications, fabrication two (radial line development), and sheet metal duct fabrication standards. **\$1100**

## Education (K-12)

### Preparation for MA Test for Educator Licensure (MTEL) • TEST 004 • 6 sessions

CRN 15914 May 22-Jun 1 TWF 9 a.m.-Noon

For those planning to become teachers in Massachusetts, passing the MTEL is a state requirement for teacher certification. Most four-year college curriculums require successful completion before placement in their programs

# PROFESSIONAL DEVELOPMENT

or student teaching assignments. Prepare for the required Communication and Literacy Skills portion by acquainting yourself with test material types, test questions, and strategies to increase confidence through practice exercises and sample questions. Concludes with a shortened sample MTEL. Class materials are helpful for actual test review.

**\$129**

## Event Planning

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

### Certificate in Event Planning - Module I • CWD 837 • 6 sessions

CRN 15091 Apr 3-19 TTh 6-8 p.m.

Successful event planners have a toolbox that has all they need to create and launch successful events. To begin, you will learn the basic operations, techniques and strategies required to develop an event including: event feasibility, logistics, financial management, risk management. You will use tools and industry formulas including

those for the food and beverage industry that will help you tackle the tasks you will need to master to become a successful and in-demand event planner.

**\$239**

### Certificate in Event Planning - Module II • CWD 838 • 3 sessions

CRN 15092 Apr 24-May 1 TTh 6-8 p.m.

In this module you will work on collaboration techniques with the individuals and companies involved to understand, work with, and satisfy their needs to ensure the success of the final event. You will work on skill building in these areas: vendor and client relationship management, proposal writing, marketing and promotion, use of social media to effectively communicate the event, and creating an innovative design. A field trip may be included during this module if available.

**\$179**

### Certificate in Event Planning - Module III • CWD 839 • 3 sessions

CRN 15093 May 3-10 TTh 6-8 p.m.

This module will give you a toolbox for launching your event planning career. We will discuss various professional opportunities for event planners as well as tips for creating a professional appearance and business etiquette that sells you and your services. Businesses and organizations

work with those who make them look good. You will work on real world examples in this module to help you learn how to appropriately offer your services while avoiding the pitfalls. Prerequisite: Module 2.

**\$179**

## Healthcare

### Nursing Assistant Exam Prep.

#### CWD 934 • 14 sessions

CRN 15739 Jun 2-16 S 7 a.m.-3:30 p.m.  
May 22-Jun 19 TTh 5:30-9:30 p.m.

Prepare to pass the Massachusetts Nurse Aide Certification Test given by the American Red Cross. Learn the skills necessary to provide basic care for patients in hospitals and residents of long-term care facilities. An excellent choice for students in a nursing program who need nursing assistant certification. Tuition does not include exam fees, the cost of scrubs, or textbooks. Candidates must take a basic skills test, pass a background check, and have a recent physical exam and TB test.

**\$780**

### Nursing Assistant Exam Prep/Home Health Aide (Ware) • CWD 945

CRN 15758

This course meets in Ware and prepares you for certifications as both a Nursing Assistant and a Home Health Aide. You will learn the skills necessary to provide basic care for patients in hospitals, long-term care facilities, and private homes. Tuition does not include the cost of exams fees or scrubs. Candidates must pass a basic skills test, a background check, a physical exam, and a TB test. Call 413.552.2122 for dates, times, and additional information.

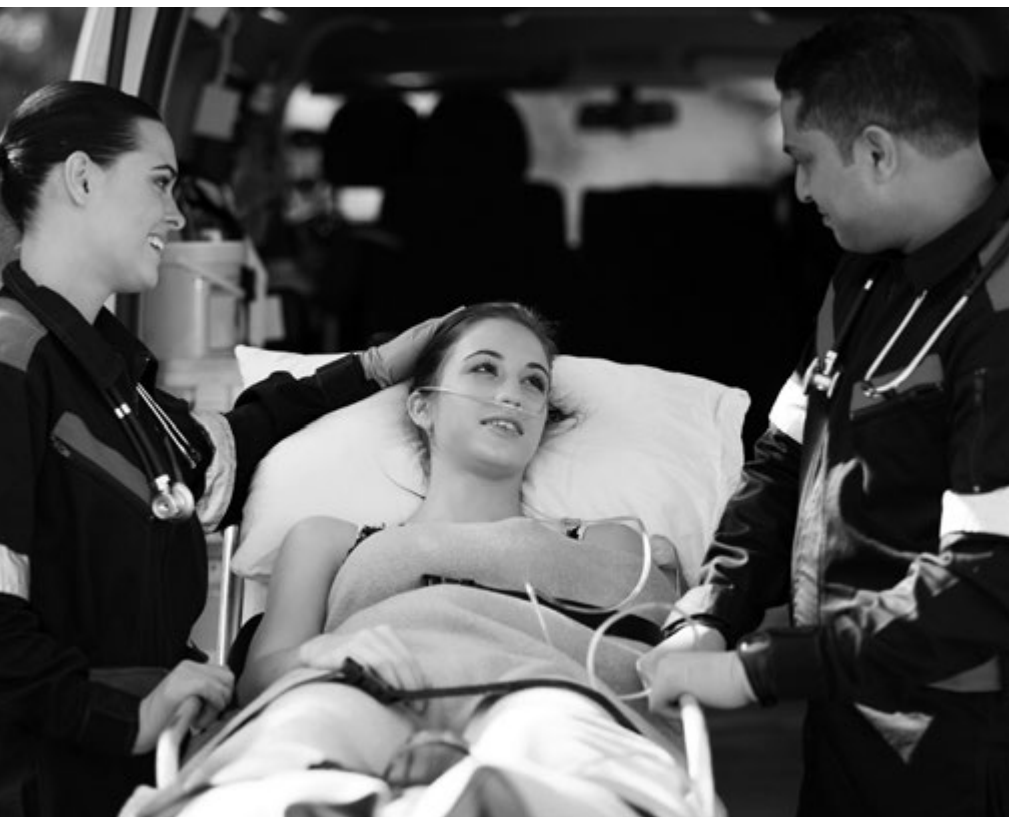
**\$1200**

### Emergency Medical Technician (EMT) Basic Program • CERT 004 • 15 weeks

CRN 15723 Jan 30-Apr 28 S 8 a.m.-4 p.m.  
Jan 30-May 3 TTh 6-10 p.m.  
CRN 15910 Mar 5-Jun 20 S 9 a.m.-3 p.m. (Ware)  
Mar 5-Jun 20 MW 6-10 p.m. (Ware)

Program consists of upwards of 170 hours in-class and on-line preparation for state certification examinations. Approved by the Massachusetts Office of Emergency Medical Services, the program covers all aspects of emergency care including patient handling, extrication, communication, working with law enforcement, legal issues, ethics, medical equipment, safe transportation, and much more. Texts: \$200. For more information or to register, contact Ken White at 413.552.2324 or kwhite@hcc.edu

**\$1099**



## ICD-10 Medical Coding System

The implementation of the new ICD-10 medical classification system will require training for billing clerks, medical secretaries, medical coders and other medical professionals. Suitable for individuals or businesses, these classes are offered by Training and Workforce Options (TWO), a joint effort of Holyoke Community College and Springfield Technical Community College. Call 413.552.2086 for details

## Medical Interpreting Certificate

### CERT 017 • 10 sessions

CRN 15727 Mar 3-May 5 S 9 a.m.-3:30 p.m.

Designed for those preparing for entry-level careers as medical interpreters as well as for working interpreters preparing for the National Board Certificate exam. Open to all languages, students must be bilingual and must be fluent in English and one other language. Offered in collaboration with TransFluenci EDU, this 60-hour program meets the National Board for Medical Interpreter Certification training requirement and provides a working knowledge of medical interpreting, including standards of practice, ethics, HIPAA regulations, cultural competency, and medical terminology.

**\$1070**

## Spanish for Human Service Professionals

See "Language" in the "Personal Enrichment" Section.

## Hoisting New License Exam Prep.

Massachusetts requires a license to operate any equipment that lifts 500 or more pounds, raises 10 or more feet, or holds more than a quarter yard of material. The following classes prepare you to take the state licensure exams. These courses are offered in conjunction with the Western Mass. Coalition for Occupational Safety and Health. Go to [www.hcc.edu/bce](http://www.hcc.edu/bce) for schedule.

## Hoisting License Renewal

These courses qualify for continuing education credits now required to renew a license in Massachusetts. Topics covered include: Massachusetts regulations, equipment components, mathematical calculations, inspection parameters, standard hand signals, load charts, operations, etc. These courses are offered in conjunction with and certificates of completion are issued by the Western Mass.



Coalition for Occupational Safety and Health. Go to [www.hcc.edu/bce](http://www.hcc.edu/bce) for schedule.

## Hospitality & Culinary Arts

All of the classes in the following sections on Hospitality will be held at the new HCC MGM Culinary Arts Institute, 164 Race Street, Holyoke MA.

### Free Culinary and Hospitality Program

A nine-week, 20-hour per week program that covers the content of the following five sections. Designed for an unemployed or underemployed individual desiring to get a job in the culinary and hospitality field. Offered at no cost to the individual. This project is funded by a Workforce Competitiveness Trust Fund through the

Massachusetts Executive Office of Labor and Workforce Development and administered by the Commonwealth Corporation. For more information, call 413.552.2042

## Become a Professional Bartender

### FOOD 002 • 7 sessions

CRN 15263 Mar 27-May 8 T 6:15-9:15 p.m.

Learn to make the time honored industry standards and the latest trendy cocktails. Gain knowledge about the various forms of alcohol, correct pouring techniques, drink recipes, as well as legal liability and customer service techniques. This course prepares students for a career in the industry, or to be amateur mixologists at home. No experience necessary, but a desire to learn and a can do attitude are mandatory. Text is The Ultimate Bar Book by Mittie Hellmich.

**\$259**



# PROFESSIONAL DEVELOPMENT



## Hospitality 1 - Core Skills

Basic entry-level program for anyone interested in starting a career in food service including waiters, waitresses, bartenders, food preparers, food handlers, kitchen workers, etc. Certificate program includes three or four of the courses shown below (TIPs may be optional for some).

### 1a. Fundamentals of Food Service Operations • CWD 847 • 2 sessions

CRN 15102	Mar 12-13	MT	5:30-9:30 p.m.
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Covers roles and responsibilities of staff and managers, basic operations and processes, teamwork, attributes of successful operations, front of house etiquette, back of house coordination, safety and legal issues when dealing with the public, emergency management, etc. **\$195**

### 1b. TIPS • CWD 451 • 1 session

CRN 15103	Mar 5-6	MT	5:30-8:30 p.m.
CRN 15130	Apr 9-10	MT	5:30-8:30 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**

### 1c. Customer First, Communication Skills and Dealing with Difficult Customers • CWD 848 • 2 sessions

CRN 15104	Mar 19-20	MT	5:30-9:30 p.m.
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Includes customer service, communicating with flair, presentation of self, presentation of services and food products. Also covers service issues including effectively handling customer complaints, payment issues, food substitutions, and working in a multi-cultural environment. **\$195**

### ServSafe Prep. & Exam CWD 026 • 2 sessions

CRN 15074	Feb 16-Mar 5	M	5:30-9:30 p.m.
CRN 15114	Jan 22-Feb 5	M	9 a.m.-1 p.m. (Ware)
CRN 15129	Apr 23-30	M	5:30-9:30 p.m.
CRN 15131	Mar 19-26	M	5:30-9:30 p.m.
CRN 15155	Mar 6-20	T	3-6 p.m. (Ware)

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 and 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, standalone) not included but may be purchased from popular booksellers. **\$109**

### ServSafe Renewal • CWD 815 • 1 session

CRN 15073	Apr 30	M	5:30-9:30 p.m.
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ServSafe renewal of current certification. Current ServSafe license must be shown to instructor to register for this course and exam. **\$77**

## Hospitality 2 - Food Servers

Advanced skills for waitresses, waiters, hostesses, hosts, wine stewards, etc. Courses can be taken individually or together to complete the certificate.

### 2a. Etiquette and Proper Service CWD 849 • 1 session

CRN 15105	Mar 28	W	5:30-9:30 p.m.
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Topics covered include: using appropriate service-oriented terms, communication with employees and customers, approved mode of dress, rules and techniques of proper table service, pre-opening preparation, etc. **\$99**

### 2b. Product Knowledge for Food & Beverage Servers • CWD 850 • 1 session

CRN 15106	Apr 4	W	5:30-9:30 p.m.
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Covers food and beverage pairing, the proper way to suggest food and beverage items, demonstrating knowledge of how food or a dessert is prepared, differences in wine based upon grape type and region of origin, what to look for on a label or wine list, recognizing and understanding cross-selling and up-selling opportunities. **\$99**

## Hospitality 3 - Food Preparers

Advanced skills for food handlers, preparers, line cooks, etc. Courses may be taken individually. All four courses required for certificate.

### 3a. Fundamentals of Math for Chefs Operations • CWD 816 • 2 sessions

CRN 15107	Apr 2-3	MT	5:30-9:30 p.m.
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Participants will learn the basics of math and why and how chefs use math in their daily work. **A**

review of math principles will include weight and volume conversions, yield percentages, edible portion cost calculations, costing of recipes, and beverage cost calculations. Rule of thumb techniques and common industry usage will be explored. The course will review general math as it pertains to bills, invoices, discounts and other payment, ordering and billing calculations.  
**\$195**

### 3b. Product Knowledge for Food Preparers • CWD 868 • 1 session

CRN 15110	Apr 9	M	5:30-9:30 p.m.
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This course explores the types of foods most typically served in restaurants and food courts. Topics include the keys to recognizing food quality, food safety, proper handling and storage, etc.  
**\$99**

### 3c. Knife Skills I • CWD 818 • 1 session

CRN 15108	Apr 11	W	5:30-9:30 p.m.
CRN 15132	Mar 22	Th	5:30-9:30 p.m.

A foundational program teaches participants how to determine the knife by use, protecting and using knives, making basic knife cuts, and using simple garnishing techniques. Focus of the course is also on knife sanitation, safety and storage.  
**\$99**

### 3d. Knife Skills II • CWD 819 • 1 session

CRN 15109	Apr 18	W	5:30-9:30 p.m.
CRN 15133	Mar 29	Th	5:30-9:30 p.m.

Participants will learn and practice using more advanced and decorative cuts such as brunoise, batonnet, and tourne, filleting and advanced garnishing techniques.  
**\$99**

## Hospitality 4 - Hotel Workers

This program is designed for anyone interested in starting or developing a career in the hotel industry including housekeepers, front desk personnel, valets, bellhops, supervisors, etc. Courses can be taken individually, but taking all five courses earns you a continuing education certificate.

### 4a. Fundamentals of Hotel Operations • CWD 851 • 2 sessions

CRN 15136	Mar 5-6	MT	5:30-9:30 p.m.
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Covers roles and responsibilities of staff and managers, basic operations and processes, teamwork, attributes of successful hotel operations, front of house etiquette, back of house coordination, dealing with the public in the

right way, legal issues, emergency management, etc.  
**\$195**

### 4b. Room Sanitation and Safety

#### CWD 852 • 1 session

CRN 15137	Mar 19	M	5:30-9:30 p.m.
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Identifies and addresses key safety and sanitation regulations and issues in hotels and presents effective procedures and processes.  
**\$99**

### 4c. Customer First and Communication Skills for Hotels

#### CWD 865 • 2 sessions

CRN 15143	Mar 12-13	MT	5:30-9:30 p.m.
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Includes customer service, communicating with flair, presentation of self and services, and dealing with difficult customers. Also covers service issues including effectively handling customer complaints, payment issues, food substitutions, and working in a multi-cultural environment.  
**\$195**

### 4d. Etiquette and Proper Service for Hotels • CWD 866 • 1 session

CRN 15138	Mar 20	T	5:30-9:30 p.m.
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Topics covered include: using appropriate service-oriented terms, communication with employees and customers, approved modes of dress, rules and techniques of proper hotel service, pre-shift preparation, etc.  
**\$99**

### 4e. Understanding Hospitality Operations and Business

#### CWD 853 • 1 session

CRN 15139	Mar 26	M	5:30-9:30 p.m.
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Participants will explore the basic business model for hotel operations. The typical income and expense statement will be reviewed and revenue and expense management issues will be discussed. Participants will develop an understanding of how every employee's actions can have a positive or negative impact on the hotel's operational success.  
**\$99**

## Hospitality 5 - Supervisors and Managers

In the hospitality industry, people skills are often the most important skills. Professional management classes like these can make any supervisor a better manager of people; and for new supervisors, just making the transition into management, these three courses are critical.

## 5a. Managing Multiple Priorities

### CWD 854 • 1 session

CRN 15140	Mar 27	T	5:30-9:30 p.m.
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How to accomplish more in less time with fewer resources. Strategies to identify key priorities, manage workload, organize tasks, achieve objectives, collaborate, schedule effectively, improve the quality of service and reduce stress.  
**\$99**

## 5b. Communication Skills and Conflict Management

### CWD 855 • 1 session

CRN 15141	Mar 28	W	5:30-9:30 p.m.
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Communication is the core competency for successful managers at all levels in all organizations. Learn to get the message across clearly, effectively, and personably -- to guests, employees and other managers -- in writing or in person.  
**\$99**

## 5c. Making a Successful Shift to Supervisor or Manager

### CWD 867 • 1 session

CRN 15142	Apr 2-3	MT	5:30-9:30 p.m.
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For current and soon-to-be supervisors, learn the skills essential to successfully transition from worker to manager. Topics covered include: effectively managing past peers, coaching and mentoring, handling difficult employees, managing employee performance, performance reviews, dealing with performance issues, etc.  
**\$195**

## Interior Design

For designers who work in small businesses, big box and hardware stores, home centers, home improvement stores, fabric shops, and for kitchen, bath, furniture, tile and floor covering retailers, distributors, etc. Courses required for a continuing education certificate:

- Residential Interior Design 1
- Residential Interior Design 2
- Scale and Proportion
- Textiles and Materials
- Language of Color
- Green Design and Materials

## Language of Color

### HOME 006 • 7 sessions

CRN 15899	Feb 28-Apr 11	W	6-8 p.m.
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Color is a critical if not the most important component of our residential and commercial environment. It influences us every day. Learn how to use color skillfully for creating ambiance, attracting attention, or balancing design elements. Develop a precise, working

# PROFESSIONAL DEVELOPMENT

understanding of color's vocabulary: hue, value, and saturation. Learn how colors interact and influence each other and how to create palettes for specific venues and clients. Prerequisite: Interior Design 1 & 2 or faculty approval. **\$179**

## "Green" Design & Materials

### HOME 007 • 7 sessions

CRN 15900 Apr 18-May 30 W 6-8 p.m.

Covers energy efficient materials, design concepts and elements. Floor, wall, window treatments and furniture will be covered. Environmental and recycling concerns, use of reclaimed wood and natural fibers, and highly renewable fibers like corn and bamboo will be covered. Eco-friendly, sound, renewable, recyclable and biodegradable products are addressed as are concerns on air quality, allergens, off-gassing and the presence of toxins. Prerequisite: Interior Design 1 & 2 or faculty approval. **\$179**

## Management

### American Management Association

An excellent choice for current managers or those who want to be promoted into a supervisory position. Complete five courses at HCC and you will receive the internationally recognized AMA Management Certificate:

### AMA - Managing Multiple Priorities

#### CWD 509 • 4 sessions

CRN 15086 Apr 4-25 W 8 a.m.-Noon

How to accomplish more in less time with fewer resources. Today, the ability to manage priorities is a key element in personal and professional success. This course provides you with the tools to master this essential business skill -- strategies to identify key priorities, manage workload, organize tasks and projects, achieve objectives, collaborate with others, schedule effectively, meet deadlines, improve the quality of work and reduce stress. **\$325**

### AMA - Essentials of Supervision

#### CWD 510 • 5 sessions

CRN 15087 May 2-30 W 6-9:15 p.m.

Effective first-line supervision is critical to the success of every organization. As a supervisor, your objective is to motivate, coach, and lead your staff. This course helps you to identify your abilities and target skills to strengthen. Learn how to develop your own leadership style, understand the important personal qualities of an effective supervisor, build a strong team, and master techniques for getting the work done. This course

is recommended as a "foundation course" for current and soon-to-be supervisors **\$325**

### AMA - Communication Skills for Managers • CWD 507 • 4 sessions

CRN 15085 Mar 7-28 W 8 a.m.-Noon

The ability to communicate clearly is the critical core competency for successful managers at all levels and in all industries. Learn to get the message across clearly, directly, and effectively - written, spoken, in person, or via email. Become a more effective manager by improving your reading, writing, speaking, and listening proficiency. Communicate correctly to avoid misunderstanding and get results. This overview of all facets of business communication offers opportunities to practice and apply new skills. **\$325**

### AMA - ABC's of Management

#### CWD 501 • 5 sessions

CRN 15088 Feb 20-Mar 20 T 6-9:15 p.m.

Improve your performance in key areas such as planning, organizing, staffing, directing, and controlling. You'll learn to analyze your job, examine its functional components, spot your weaknesses, and then take concrete steps to correct them through motivation, delegation, and time management. This course is recommended as a "foundation course" for managers and would-be managers taking the AMA Certificate Program. **\$325**

## Notary

### Notary Public • CWD 830 • 1 session

CRN 15079 Feb 24 S 9 a.m.-Noon

CRN 15080 Mar 27 T 6-9 p.m.

If you want to be a new notary or renew your commission, this course is designed to help you through the process 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 how to properly offer your services, to prospect for clients, and to charge appropriately. Additional fees for the textbook, supplies, application, and exam are not included. **\$45**

## Online Certificates

The following courses are offered through MindEdge. To see complete course descriptions and to register, go to: <http://hcc.mindedgeonline.com/partner/courses/index.php>

### Nonprofit Management (with Simulation) • CERT 014

CRN 15054 Nov 1-Jun 30 MTWThF 9-9:50 a.m.

Earn a CFRE (Certified Fundraising Executives) credential. An engaging and highly effective alternative to expensive credit programs, this online certificate program will introduce 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. Course also includes a capstone simulation that puts you in the role of executive director. **\$879**

### Business Communications • CERT 015

CRN 15596 Nov 1-Jun 30 MTWThF 9-9:50 a.m.

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

**\$299**

### Innovation & Critical Thinking • CERT 016

CRN 15597

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

**\$249**

### Cybersecurity • CERT 018

CRN 15719 Nov 1-Jun 30 MTWThF 9-9:50 a.m.

An introduction to the critical elements of information security, as well as information about key certifications for professionals. These eight courses will help you master the vocabulary of the industry and offers examples, videos, interactive games, and review questions to ensure mastery of the material:

- 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**

### Data Analytics • CERT 020

CRN 15775 Nov 1-Jun 30 MTWThF 9-9:50 a.m.

An overview of topics in statistics and their applications in a variety of fields, these courses will present the basics of quantitative analysis. 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 and application of the content. Course videos and lessons focus on use of both Microsoft Excel and OpenOffice.

**\$399**

## Pilot Training

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

**SFTY 003 • 6 sessions**

CRN 15902 Apr 28-Jun 2 S 9 a.m.-Noon

This course, offered in collaboration with the GeoGraphics Laboratory at Bridgewater State University, covers

- Local, regional, and FAA regulations for small Unmanned Aircraft Systems (sUAS);
- Skills and knowledge necessary to safely operate drones manually and autonomously;
- The expanding role of drones in various commercial applications in transportation safety, security, and emergency response;
- Analysis of sUAS imagery;
- What you need to know to pass the FAA Remote Pilot In Charge test

**\$349**

## Project Management

### Project Management Certificate

**CWD 181 • 11 sessions**

CRN 15083 Mar 17-May 26 S 9 a.m.-1:15 p.m.

CRN 15084 Mar 13-May 15 T 6-9:15 p.m.

This course and exam review will focus on real world project case studies that can be easily applied to any project you are managing. Whether you want to learn about project management, to enhance your current skill base, or to sit for the



PMP exam—you will gain the requisite knowledge and skill to be an effective and successful project manager. Textbooks: Project Management Professional Exam Study Guide by Kim Heldman (7th edition) is available at popular book sellers

**\$969**

## Real Estate

### Preparation for the Real Estate Salesperson's Licensing Exam

**CWD 829 • 13 sessions**

CRN 15078 Mar 21-May 2 WTh 6-9:15 p.m.

This forty hour course will help prepare you to pass the licensing exam and start your career in real estate sales. Topics include: property rights, ownership, condominiums, cooperatives, time shares, land use, subdivisions, contracts, deeds, mortgages, other financing, brokerage, appraisal, fair housing laws, consumer protection issues,

and Massachusetts license law. Participants must attend all classes in order to meet the forty hour training requirement set by the state. Textbook not included, available at HCC bookstore.

**\$399**

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

CRN 15395 Apr 5-12 Th 6-9 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 a judge, tenant defenses and counter claims, and forms of ownership (LLC/Corp./Trust). Instructor is an attorney.

**\$89**

# PROFESSIONAL DEVELOPMENT



## Property Owner/Agent: Moderate Risk Deleading Training Program

8 hours • BLDG 002 • 1 session

CRN 15041	Jan 19	F	9 a.m.-5 p.m.
CRN 15042	Feb 16	F	9 a.m.-5 p.m.
CRN 15043	Mar 16	F	9 a.m.-5 p.m.
CRN 15044	Apr 13	F	9 a.m.-5 p.m.

Designed for property owners and their agents (employees, property managers, or others under the direct supervision and control of the property owner) who want to perform moderate risk deleading on the owner's property. This is not for doing deleading as a business. After completion, the owner or agent is prepared to pass an examination, administered by the Childhood Lead Poisoning Prevention Program through the mail. Learn about proper paper work, notification requirements, clean up methods, clearance inspections, etc.

**\$199**

## Lead Safe Renovator - Supervisor / Moderate Risk Deleading Option / add-on - 4 hours • BLDG 001 • 1 session

CRN 15037	Jan 19	F	9 a.m.-1 p.m.
CRN 15038	Feb 16	F	9 a.m.-1 p.m.
CRN 15039	Mar 16	F	9 a.m.-1 p.m.
CRN 15040	Apr 13	F	9 a.m.-1 p.m.

For property owners, landlords, and contractors. Required training for lead-safe renovators who

supervise moderate risk deleading projects. Covers roles and responsibilities of a renovator supervisor, options and requirements pertaining to renovation work, eligibility requirements for moderate risk deleading work, lead inspection reports, pre-work inspection requirements, restrictions on use of test kits, specialized work practices, restrictions on occupancy during work, project cleanup and clearance, disposal, and record keeping requirements. Prerequisite: RRP EPA MA/DOS certification.

**\$165**

## Safety

### OSHA 10 • CWD 863 • 2 sessions

CRN 15115	Apr 14-21	S	8 a.m.-1:30 p.m.
CRN 15134	Mar 20-27	T	9 a.m.-3 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.

**\$199**

## OSHA 30 Construction Safety

CWD 864 • 4 sessions

CRN 15100	Mar 7-28	T	8 a.m.-4:30 p.m.
CRN 15135	Apr 3-24	T	8 a.m.-4:30 p.m.

This course provides construction workers, foremen, job supervisors and anyone involved in the construction industry with the 30 hours of OSHA instruction for their construction safety certification. Learn about safe practices on the job site, proper use of personal protective equipment, and safety standards. Successful completers will receive an OSHA construction safety and health 30-hour course completion card from the U.S. Department of Labor.

**\$495**

## Small Business

### Successfully Starting Your Own Business • BUSN 001 • 3 sessions

CRN 15046	Apr 3-17	T	6-9 p.m.
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Starting a business is not for the faint of heart. Now learn what it takes. We'll cover core issues of planning, legal structures, start-up, financing, marketing, advertising and building your venture. You'll develop a business plan which will give you direction, focus, credibility and demonstrate to lenders that you've done your homework. Instructor David Litchfield is the owner of two successful, large businesses and is a certified SCORE mentor.

**\$79**

### Taxes, Business Expenses & File Keeping Requirements: What Every Small Business Should Know

BUSN 036 • 1 session

CRN 15661	Apr 24	T	6-9 p.m.
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Being unaware of or avoiding IRS requirements does not protect you. Penalties still apply. Get the facts from a local CPA specializing in small businesses. Class covers the pros and cons of various business entity types and legal structures such as: sole-proprietorships, LLC, partnerships, and corporations (including Sub Chapter S). Learn which business expenses are deductible and what basic recordkeeping is required for reporting. Plus, we'll discuss Subcontractor vs Employee (W-2's and 1099's).

**\$45**



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[www.facebook.com/HolyokeCommunityCollege](http://www.facebook.com/HolyokeCommunityCollege)



# 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 and 413.552.2324, go to: [www.virtualeduc.com/holyoke](http://www.virtualeduc.com/holyoke), or go to [www.hcc.edu/bce](http://www.hcc.edu/bce).

COURSE/CATEGORY	UGRAD PDPs	GRAD PDPs	COURSE/CATEGORY	UGRAD PDPs	GRAD PDPs
<b>Classroom Management</b>			<b>Early Childhood</b>		
Advanced Classroom Management	30	40	Infant & Toddler Mental Health	30	40
Behavior is Language	45	55	<b>Exceptional Education</b>		
Educational Assessment	30	40	Response to Intervention	45	55
Teaching Diversity	30	40	Attention Deficit Disorder	30	40
<b>Common Core</b>			Autism & Aspergers Disorder	30	40
Reading & Writing in Content Area	30	40	Learning Disabilities	45	55
Reading Fundamentals #1	30	40	Inclusion	30	40
Reading Fundamentals #2	30	40	Talented & Gifted	30	40
Reading Fundamentals #3	45	55	<b>Violence, Bullying &amp; Aggression</b>		
Understanding & Implementing Common Core Standards	45	55	Understanding Aggression	45	55
Teaching Elementary Math	30	40	Violence in Schools	30	40
Six Traits of Writing	30	40	Child Abuse	30	40
Secondary Math	45	55	Drugs & Alcohol in Schools	30	40
<b>Differentiated Instruction</b>			Harassment, Bullying & Cyber-Intimidation in Schools	30	40
Why DI?	45	55	Traumatized Child	30	40
Try DI!	45	55			

<b>Undergraduate PDPs: 30</b>	<b>Fee: \$220</b>	<b>Undergraduate PDPs: 45</b>	<b>Fee: \$250</b>
<b>Graduate PDPs: 40</b>	<b>Fee: \$280</b>	<b>Graduate PDPs: 55</b>	<b>Fee: \$299</b>

For detailed course descriptions or to sign up online, go to [www.hcc.edu/bce](http://www.hcc.edu/bce)



# PERSONAL ENRICHMENT



## Arts

### Beginning Digital Photography

**ARTS 010 • 4 sessions**

CRN 15031 Feb 6-27 T 6:15-8:30 p.m.

Whether you're a beginner who wants to learn to use a new camera or an experienced photographer switching to digital media, this short course will make you an expert. Course covers camera operation; digital fundamentals; tips for taking the best pictures; how to email, share, post, and organize your photos; how to make prints, posters, albums, greeting cards, calendars, and movies; and how to use and apply Photoshop editing techniques. Instructor: Dino Diaz.  
**\$179**

### Color Photography

**ARTS 011 • 4 sessions**

CRN 15032 Mar 20-Apr 10 T 6:15-8:30 p.m.

Refine your color picture-making skills. Work in-synch with your digital camera giving your work the wow factor. We'll cover framing, composition, light and shadow, and working with color. We'll explore your specific interests: family portraits, pet photos, action shots, close-up nature photos and more. Course is structured around student needs and includes instructor/group critiques. Instructor: Dino Diaz.  
**\$179**

## Expression

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

CRN 15249 Jan 29-Mar 26 M 3:30-6 p.m.

It's never too late to learn to play the piano. Learn key names, body and hand position, scales, chords, rhythmic values, and note reading in a relaxed environment. 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 is needed for the first lesson. Upon registration, the instructor will contact you regarding a time slot. Instructor: Marie Meder.  
**\$164**

### Piano Lessons for Adults: Playing Popular Standards.

**EXPR 046 • 8 sessions**

CRN 15729 Feb 21-Apr 11 W 3-4 p.m.

You can learn to play the piano. In no time you will be playing melodies and enjoying this beautiful instrument. No previous experience required. Select either 3:00 or 3:30 p.m. for a thirty minute lesson. Requires access to a piano or keyboard for practice and the text: Alfred's Basic Piano Chord Approach Lesson Book, Bk 1. Instructor: Richard Marcil.  
**\$164**

### The Ukulele and You: How to Have Fun Making Music

**EXPR 017 • 8 sessions**

CRN 15253 Feb 13-Apr 3 T 6-7:30 p.m.

The ukulele is enjoying a world-wide renaissance in popularity. The uke is inexpensive, durable, very portable and easier to play than almost any instrument. Even if you have never played an instrument before, you will be playing complete songs by the end of the first class. No music reading required. A ukulele and the text (The Daily Ukulele) are required. Basic ukuleles can be purchased for \$50 - \$100.  
**\$89**

### Getting More Out of Ukulele: Advanced Workshop

**EXPR 044 • 8 sessions**

CRN 15728 Feb 13-Apr 3 T 7:30-9 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. Required text: The Daily Ukulele.  
**\$89**

### Reading Music Made Easy

**EXPR 047 • 6 sessions**

CRN 15901 Feb 21-Mar 28 W 6:30-7:30 p.m.

Have you ever wondered what it would be like to be able to read music? Would you like to be able to sing better in choir? Or play an instrument? Would you like to be able to write songs, but cannot figure out how to write them down? Through an exploration of both rhythm and melody, we will demystify the process of reading music. No previous experience is required, and the course may be tailored to individuals.  
**\$84**

### Individual Voice Lessons

**EXPR 025 • 7 sessions**

CRN 15251 Feb 21-Apr 4 W 4-6:15 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 4 p.m., 4:45 p.m., 5:30 p.m., or 6:15 p.m., 45 minutes per lesson. Instructor: Rick Marcil.  
**\$199**

## Belly Dance for Fitness

### EXPR 045 • 5 sessions

CRN 15718 Mar 22-Apr 19 Th 6:30-7:30 p.m.

CRN 15891 Apr 26-May 24 Th 6:30-7:30 p.m.

A fantastic aerobic exercise with the additional benefit of an abdominal and core workout. Expect a fun, upbeat, and body positive class that will get you up, moving and smiling. Each class will include a warm up stretch, fast paced belly dance workout, and cool down. You'll leave class feeling energized and accomplished. No previous dance experience necessary. Levels of intensity appropriate for all students. Students may dance barefoot or wear canvas dance slippers or indoor-only gym shoes.

**\$85**

## Puerto Rican Bomba

### EXPR 048 • 4 sessions

CRN 15906 Mar 5-26 M 6:30-7:30 p.m.

Born on sugar plantations, Bomba is the mixture of African, Spanish and Taino cultures. The base rhythm is played by three or more drums. This percussion-driven musical tradition was a source of political and spiritual expression while the lyrics and rhythms conveyed happiness, faith, and suffering but also moved the people to dance and celebrate, helping them create community and identity. We'll discover the history of Bomba and the instruments used along with historical dress.

**\$59**

## Getting Paid to Talk

### CRER 003 • 1 session

CRN 15062 Apr 23 M 6:30-9 p.m.

Explore numerous aspects of voiceover work for television, film, radio, audio books, documentaries and the Internet in your area. We will cover all the basics, including how to prepare the all-important demo, how to be successful and earn great income in this exciting field. Students will have the opportunity to ask questions and to hear examples of demos recorded by professional voice actors.

**\$45**

## Gourmet Cooking Series

Enjoy an evening with Chef Dino. He has worked at top restaurants and now runs one of the leading catering services in the area, but his real forte is sharing his love of the art of cooking with others. A class with Chef Dino is an experience. Not only will you prepare and enjoy a five-star gourmet meal, you will also learn valuable skills, techniques, tips, and tricks that can be applied every day. But most importantly, you will have fun.

Baking classes are taught by Chef Maria Moreno Contreras. Originally from Chile, she was classically trained with European and Latin influences. She is ready to share the secrets and skills that will allow you to bake like a professional. All of the classes in this section will be held at the new HCC MGM Culinary Arts Institute, 164 Race Street, Holyoke MA.

## Italian Classics: Back to Naples

### FOOD 027 • 1 session

CRN 15892 Feb 9 F 6-9 p.m.

Benevento! We'll begin creating a robust Italian meat sauce slow cooked to perfection. Next, melt-in-your mouth meatballs made the classic way and handmade fettuccini using a Southern Neapolitan method. Our chicken breast will be prepared Pollo ala Parmigiana. The side, Broccoli Rabe, will be sautéed with fresh garlic slivers. A Sicilian Salad will marry red onions, oranges, ripe olives, fennel, and baby Arugula with an agave vinaigrette. Finally, Cannoli made with ricotta, heavy cream, and dark minced chocolate. Magnifico!

**\$79**

## Boeuf Bourguignon: A French Classic

### FOOD 028 • 1 session

CRN 15893 Mar 8 Th 6-9 p.m.

One of the most popular French dishes of all time! First, we'll braise beef with a full bodied red wine, and introduce baby carrots, pearl onions, and button mushrooms. We will create a sauce

along with whipped potatoes. A Supreme Salad will be 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, a classic chocolate soufflé.

**\$79**

## Salmon Three Ways

### FOOD 029 • 1 session

CRN 15894 Apr 5 Th 6-9 p.m.

First, salmon with homemade pesto ala Genovese incorporating minced garlic, European pine nuts, fresh basil, Parmigiano-Reggiano and Pecorino Sardo cheeses, virgin olive oil, and lemon juice. Second, salmon with citrus soy glaze including a medley of orange, lemon and lime juice, garlic, marmalade, soy sauce and rice wine vinegar. Third, a bold blackened salmon with homemade Cajun rub. All accompanied by a Risotto ala Milanese, with saffron using baby asparagus. To finish - refreshing New York style lemon cheesecake.

**\$79**

## Show Stopper Starters (Appetizers)

### FOOD 030 • 1 session

CRN 15895 May 11 F 6-9 p.m.

Bring smiles to the faces at your next get-together. Seared scallops with orange tarragon beurre blanc are over-the-top. Stuffed mushrooms ala Dino are to die for. Tenderloin Crostini are made with sliced French baguettes



# PERSONAL ENRICHMENT

drizzled with soft gorgonzola or zesty horseradish cream rosettes and garnished with homemade roasted red peppers. The grand finale: artichoke hearts ala francaise sautéed to a golden perfection and sauced with lemon butter, white wine, and pancetta. Come hungry my friend. **\$79**

## Valentine's Day Romance: Love & Chocolate • FOOD 031 • 1 session

CRN 15918 Feb 13 T 5:30-9 p.m.

Valentine's Day and chocolate are a classic combination. Come and enjoy the decadence of intense, rich, over-the-top taste sensations. Give this tradition a new and refined twist with a Flourless Chocolate Ganache Torte, a dense chocolate cake that will make you melt with pleasure. Then create Chocolate Mousse in a Shell, a fine confection filled with a deliciously whipped light chocolate mousse complemented with praline for texture then lovingly covered with rich, dark and white chocolate. Simply magnificent. **\$59**

## Croquembouche: A Celebration for That Someone Special or Special Occasion • FOOD 032 • 1 session

CRN 15919 Apr 17 T 5:30-9 p.m.

A French classic dessert for only the most special of occasions. Immerse yourself in French

culture by preparing this renowned confection. Learn baking techniques including working with chocolate and caramel and making the very French Pâte à Choux. Crafted with carefully placed profiteroles (the French version of light, airy, and tender baby puffs gently filled with a blend of fresh ingredients) and topped with a light and airy caramel cloud, this delectable tower is always a star attraction. **\$59**

## Health & Fitness

### Open Fitness • HLTH 001

CRN 15357 Jan 2-May 31 SuS 8 a.m.-1 p.m.  
Jan 2-May 31 MTWThF 6 a.m.-9 p.m.

Enrollment provides you with Monday to Sunday access to HCC's fitness center and more than 65 pieces of state-of-the-art, strength and cardiovascular equipment includes: Body Masters Selectorized Strength Circuits, 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, and more. Workout around your schedule and renew your commitment to great health. Orientation at 6 p.m. on September 1. **\$99**

### Pilates Bodies • HLTH 009 • 14 sessions

CRN 15361 Jan 23-May 1 T 5:15-6:15 p.m.

This course is a total body workout on a mat that develops core strength, muscle flexibility and muscle balance. Appropriate for most people. Strength, stabilization, flexibility, range of motion, body alignment and balance are goals of this class. Class takes place in a gently lit studio room with soft background music to assist in concentration. Modifications will be taught and the workout intensity can be easily adjusted to accommodate all levels of fitness. **\$129**

### Pilates Bodies - Bartley Center Members Only • HLTH 009 • 14 sessions

CRN 15363 Jan 23-May 1 T 5:15-6:15 p.m.

**\$69**

### Quick Step into Fitness HLTH 010 • 14 sessions

CRN 15362 Jan 23-May 1 T 4:30-5 p.m.

Looking for a fun way to burn calories, get your heart rate up, and increase your metabolism? Try quick step aerobics. Warm up, get your heart pumping, and cool down all in a very quick 30 minutes. Get your workout done and be on your way in no time. Step routines are basic and easy to follow, but intensity increases. Repetition will help beginners stay in their comfort zone. **\$74**

### Quick Step Into Fitness - Bartley Center Members Only • HLTH 010 • 14 sessions

CRN 15364 Jan 23-May 1 T 4:30-5 p.m.

**\$39**

### Yo Chi • HLTH 056 • 7 sessions

CRN 15907 Jan 5-Feb 16 F 5:15-6 p.m.

This fusion of standing and floor based yoga postures with slow, flowing movements gives you the strength and stability of yoga, the balance and mobility of Tai Chi, and the added benefits of mind/body programming which enhances calmness and reduces stress throughout our bodies. The class format cycles these two disciplines in 5 minute sections throughout the class. **\$45**

### Yo Chi - Bartley Center Members Only HLTH 056 • 7 sessions

CRN 15908 Jan 5-Feb 16 F 5:15-6 p.m.

**\$25**

### Introduction to Qigong/Tai Chi HLTH 006 • 8 sessions

CRN 15360 Feb 14-Apr 4 W 6:15-7:15 p.m.

Tai Chi/Qigong are practiced by millions of people of all ages and abilities for health, fitness,





meditation and stress-reduction. Discover how to incorporate this moving meditation into your daily life. Learn a series of gentle, slow moving exercises and techniques to align body, breath, mind, and spirit. Please wear comfortable clothing and clean shoes.

**\$99**

## HeartSaver CPR AED Course in 2-year Completion Card

**HLTH 032 • 1 session**

CRN 15353 Apr 10 T 6-9 p.m.

CRN 15888 Mar 15 Th 3-6 p.m. (Ware)

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

**\$65**

## American Heart Association HeartSaver First Aid Course (2-year Completion Card) • HLTH 033 • 1 session

CRN 15704 Apr 3 T 6-9 p.m.

CRN 15931 Mar 1 Th 6-9 p.m. (Ware)

Learn critical skills to respond to and manage emergencies in the first few minutes until medical services arrive. Includes:

- First aid basics – general principles, scene safety, protective equipment, assessment, calling 911;
- Medical emergencies – breathing problems, choking, allergic reactions, heart attacks, fainting, stroke, seizures, shock;
- Injury emergencies – bleeding, wounds, spine injuries, broken bones, sprains, burns;
- Environmental emergencies – bites, stings, ticks, heat, cold, poisonings.

If successful, students receive a course completion card valid for two years.

**\$65**

## Herbs for Health & Wellness

**HLTH 042 • 3 sessions**

CRN 15370 Apr 26-May 10 Th 6-8:30 p.m.

From your kitchen to your medicine cabinet, herbs can be used to improve your health and wellbeing. Since ancient times, people have been utilizing herbs for their amazing healing properties. Learn how you can use herbs to help heal and regulate your body and mind. Find peace with lavender, improve your blood circulation with garlic, improve your liver health with sage, and much more. Learn how you can utilize these herbs both topically and internally.

**\$89**

## Home & Garden

### Dry Stone Wall Construction

**HOME 009 • 1 session**

CRN 15374 May 5 S 9:30 a.m.-4 p.m.

Learn techniques and secrets of beautiful mortar-less field stone walls and more. Covers the basic tools, styles, foundations, and stone types. Put knowledge to work by tearing down and rebuilding a stone wall during class so you can build your own stone walls. Bring work gloves, eye protection, lunch and water. Noted stonemason Kenn Kaminski has worked throughout the U.S. and Europe on large estate projects. Class meets at the tennis courts at Stanley Park, Westfield.

**\$149**

## Home Business

### Explore 250 Legitimate Home - Based Business Ideas

**BUSN 002 • 1 session**

CRN 15915 May 3 Th 7-9 p.m.

Tired of working for someone else and need more money? Learn to turn your talents and hobbies into profits from a Chamber of Commerce past president and successful California entrepreneur. Learn:

- mandatory legal documentation
- ways to market your product and service
- how to take tax deductions
- more than 100 home business ideas

If you really want to succeed in a home business, this step-by-step session is a must.

**\$70**

### Earn Extra Money with a Mystery Shopping Business

**MONY 060 • 1 session**

CRN 15916 May 3 Th 6-7 p.m.

Become a Secret Mystery Shopper without having to spend a lot of money. You will learn how to:

- create a mystery shopping profile
- sign up with many mystery shopping companies
- avoid the pitfalls and scams
- become a merchandiser for extra income.

**\$40**

**To sign up on line or  
for complete course descriptions:  
[www.hcc.edu/bce](http://www.hcc.edu/bce)**

## Language

### Conversational Spanish 1

**LANG 008 • 7 sessions**

CRN 15721 Feb 20-Apr 3 T 6-8 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.

**\$179**

### Spanish for Human Service Professionals • LANG 011 • 10 sessions

CRN 15896 Mar 1-May 3 Th 6-8:15 p.m.

Designed for human service professionals, case workers and staff, you will develop your fluency, pronunciation and oral comprehension in the local dialect of Spanish. Intended for students with little or no knowledge of the language. Contextualized for medical, health and social service settings, basic grammatical structures will be used to communicate needs, desires, preferences, and basic personal information. Customs and cultural insights will also be presented.

**\$279**

### Conversational French 1

**LANG 005 • 7 sessions**

CRN 15713 Feb 28-Apr 11 W 6-8 p.m.

Introduction to the French culture via fun conversations. The class covers basic topics such as introducing yourself, talking about your family, making arrangements for a trip, etc. 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. This course will help you gain confidence in conversing in French.

**\$179**

### Conversational French 2

**LANG 006 • 7 sessions**

CRN 15714 Apr 25-Jun 6 W 6-8 p.m.

Fun conversations in French continued. The goal of this class is to enhance 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. You will gain a better understanding of the French culture and will be more confident in conversing in French. Suggested prerequisite: a basic knowledge in French grammar.

**\$179**

# PERSONAL ENRICHMENT

## Polish Language & Culture 2

LANG 051 • 10 sessions

CRN 15913 Mar 27-May 29 T 6-8 p.m.

Building upon key sounds, vocabulary and phrases, course will incorporate more use of everyday expressions including topics such as shopping, holidays and travel as well as communication with family members. Major aspects of Polish history and the influences of the Lechitic area language and culture are covered.

**\$249**

## Leisure & Outdoors

### USCG Auxiliary Boating Skills & Seamanship • LEIS 003 • 13 sessions

CRN 15399 Feb 5-May 14 M 6:30-8:45 p.m.

Completion of this course, which is taught by the U.S. Coast Guard Auxiliary, could substantially reduce your boat insurance. Topics include piloting and navigation aids, rules of the waterways, boat handling, chart and compass usage, radio procedures, boat operating procedures, and general safety precautions. USCG Auxiliary Certificate of Completion. Attention Connecticut Boaters: Completion of this course qualifies you for the mandated Connecticut Boating Certificate. Materials fee of \$35 due at first class meeting.

**\$20**

### Introduction to the Night Sky

LEIS 006 • 6 sessions

CRN 15909 Apr 18-May 25 W 6-8 p.m.

Designed for the casual observer interested in astronomy as a hobby. Become familiar with the night sky, and how to explore it with telescopes, binoculars and the naked eye. We will discuss and observe solar system planets, moons, asteroids, comets and more. Recommended is a Miller's Planisphere (Large size, model 40 degrees) available on-line for less than \$20. Classes will be held outdoors whenever possible. Some local travel to dark-sky sites will be necessary.

**\$149**

## Living Fully at 55+

Aging often presents more questions than answers and can bring both opportunity and confusion. How will you live fully during this uncharted next chapter of life? Still creative and active, how will you handle the inevitable dilemmas that accompany this new stage? This series of courses provides guidance, options, resources and the opportunity to meet others just like you who are seeking answers.

## Memory, Dementia & Alzheimer's

LIFE 012 • 1 session

CRN 15710 Apr 17 T 1-4 p.m.

Gain an understanding from many different angles through discussion, case studies, and film clips. Learn about: the different types, warning signs, treatment and caregiving, the role of mental stimulation, dealing with mild-impairment, and the difference between dementia and normal aging. Become more relaxed as you encounter these diseases in friends and loved ones. Instructor has worked with senior living communities for over 15 years and has implemented the first dementia friendly community in the nation.

**\$29**

### Social Security Income Enhancing Strategies • MONY 062 • 1 session

CRN 15404 Feb 26 M 6-8 p.m.

When should you start taking Social Security? Learn how to maximize your social security and survivor benefits. Strategies for those who 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.

**\$49**

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

LEGL 004 • 3 sessions

CRN 15396 May 14-Jun 4 M 6-8 p.m.

Elder law attorney Karen Jackson will explain the importance of each major document in the basic estate plan: The Will, Health Care Proxy, Advance Directive, Durable Power of Attorney, and Homestead Declaration. Covers the guardianship and conservatorship process, different types of trusts, and probate courts. Skilled nursing care, long term care insurance, life estate deeds, and Medicaid planning and applications will also be discussed.

**\$85**

### Why Not Do What You Love?

LIFE 019 • 3 sessions

CRN 15594 May 1-15 T 1-3:30 p.m.

Are you stuck? Do you want life to be more joyful and fulfilling? Invest in yourself by taking the time to reflect on what you want, and plan the actions you can take. Join Martha Johnson, life coach and author of "Why Not Do What You Love?" for a program of clarifying exercises and discussion on what matters to you, and how it can be more central to your life. Each participant will receive a copy of the book.

**\$83**

## Hearing Loss: What You Need To Know Regarding Treatment Options

LIFE 024 • 1 session

CRN 15715 Mar 28 W 9 a.m.-Noon

Audiologist, Janice Walker, explains and reviews common causes of hearing loss, prevention, ongoing research, and current treatment options. Included is a handout entitled "10 Tips Consumers Should Know Before Purchasing Hearing Aids". Time will be allowed for your questions and answers.

**\$19**

### Can We Talk? • LIFE 031 • 1 session

CRN 15903 Apr 24 T 1-3:30 p.m.

This 2 1/2-hour gathering, facilitated by a life journey guide and author, is for those who are eager to take the long view of "remaining days" and engage "sooner than later" in the conversations which can stimulate meaningful life choices and purposeful planning. You will leave with a starter list of potentially useful conversations and resources and more clarity about what you want to talk about with whom.

**Free**

### Aging At Home with a Little Help From Our Friends • LIFE 032 • 1 session

CRN 15904 Mar 7 W 9:30 a.m.-Noon

Friends can help you live longer and better, while loneliness can take a real toll on life span and quality of life. Come join a creative but common sense conversation on establishing lifestyles that mitigate the risks of loneliness. Covers:

- Examples of "co-living" arrangements,
- Thinking through elements important to you,
- Resources and next steps for living in community.

An ideal program to attend with a friend or family member. Course is open to all.

**Free**

### The Stamina Prescription for Those Over 55 • LIFE 033 • 1 session

CRN 15905 Mar 1 Th 9:30 a.m.-Noon

With life full of surprises that can knock us off balance, we need to keep flexible for stamina and safety. To meet the challenges of aging, we need to be resilient in: maintaining our physical health, keeping up with technology, sharing community support, and nurturing a sense of well-being.

We will work together to identify specific, individualized practical ways for staying flexible, confident and springy on our feet physically, mentally and emotionally. Come willing to laugh at life.

**Free**

## Playing a Hand of Bridge: Intermediate Level

**LIFE 034 • 9 sessions**

CRN 15923 Feb 5-Apr 30 M 7-9 p.m.

While not only fun, there are rich social, cognitive and health benefits to playing bridge. Focus will be on the play of the hand. Topics will include developing tricks, taking a finesse, trumping and discarding, managing the trump suit, and more. Students need to have at least a basic knowledge of bridge. This is a non-wagering activity.  
**\$99**

## Money & Investment

### Retirement Planning Today

**MONY 009 • 2 sessions**

CRN 15402 May 8-15 T 6-9 p.m.

Will you be financially ready to retire when you want? In this comprehensive retirement planning course, learn to: create your own goals for a successful retirement; plan your income to preserve a comfortable standard of living; transfer the risk of potential losses; remain financially flexible; and reduce or eliminate taxes, expenses, delays and legal challenges with estate planning. The instructor is a certified financial practitioner. Course includes a free reference guide and personal financial fact finder. Tuition includes couples.  
**\$75**

### Index Funds & Classic Concepts of Investing (HCC) • MONY 070 • 2 sessions

CRN 15925 Feb 5-12 M 6-8:30 p.m.

CRN 15941 Mar 6-13 T 6-9:00 p.m.

In this “whip-saw” market, index funds are a hot topic all over the news. This class is designed to expand your knowledge of index funds and to illustrate what comprises a comprehensive investment strategy. Using classic concepts of investing, a registered financial advisor will cover investment fundamentals, implementation, managing market volatility and the role of having some guarantees.  
**\$49**

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

CRN 15926 Feb 26-Mar 5 M 6-8:30 p.m. (Ware)

Whether you have been saving for years or not, learn how to make a strong financial foundation and to create and set goals for retirement using time tested principals of sound investing. Learn about expected and unexpected risks and options to mitigate them, what impact taxes can have on your retirement savings, and what makes a tax efficient strategy. Learn from a



registered financial advisor about converting your retirement savings into an income once the paychecks stop.  
**\$49**

### Save Money with Extreme Couponing

**MONY 059 • 1 session**

CRN 15917 May 3 Th 5-6 p.m.

Learn how to save money every day. Coupons are not just for groceries. The savings can add up to hundreds or even thousands of dollars every year. Learn where to find different types of coupons and the best sites, how to decipher coupon policies, the best way to sort and store coupons, and how to find other people to trade coupons with. Feel free to bring your coupons to class.  
**\$40**

## Personal Growth

### Introduction to Hypnosis (through the National Guild of Hypnotists, Inc.)

**CRER 001 • 4 sessions**

CRN 15897 Jan 23-Feb 13 T 6-9 p.m.

Explore hypnosis and its importance in sports, law, psychology, education, business and medicine. Videos, demonstrations and discussions will be used. Perfect for coaches, nurses, social workers, teachers, psychologists, criminal justice and law professionals and majors. The instructor has been in private practice for over 20 years.  
**\$149**



To sign up online  
or for complete course  
descriptions:  
[www.hcc.edu/bce](http://www.hcc.edu/bce)

### Hypnosis Certification Program- National Guild of Hypnotists Certification Course

**CRER 002 • 19 sessions**

CRN 15898 Feb 20-Apr 24 T 6-9 p.m.

Feb 24-Apr 21 S 9 a.m.-2 p.m.

For teachers, therapists, school psychologists, counselors, social workers, and individuals in the field of helping others who are serious about learning how to assist individuals or groups through a useful, positive approach to solving problems. The course covers many subjects including stress and weight management, smoking cessation, and past life regression. The instructor is certified with the International Medical and Dental Hypnosis Association. Materials fee of \$200. Prerequisite: ‘Introduction to Hypnosis’.  
**\$694**

## Safety

### Basic Firearms Safety (MA Required Course) • SFTY 001 • 1 session

CRN 15478 Mar 31 S 9 a.m.-5 p.m.

This course fulfills the statutory requirement for a Class A license to carry firearms or for a Firearms Identification Card (FID). Covers firearm safety issues and mechanics. Includes: safe use and handling of firearms; vocabulary; ammunition; proper storage; and rules, regulations, and laws pertaining to possession, transporting, deadly force, and personal defense. Course concludes with a pass/fail exam and a certificate upon satisfactory completion. Must be 21. Firearms and ammunition not allowed on campus.  
**\$99**



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Ken White, dean of Community Services, Holyoke Community College Kittredge Center, Room 221, 303 Homestead Ave. Holyoke, MA 01040 or email: [kwhite@hcc.edu](mailto:kwhite@hcc.edu)



## Conference Services and Facilities Rentals

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 [www.hcc.edu/conference](http://www.hcc.edu/conference)

## Certificate & Training Programs

### Management

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

### Job Oriented

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

### Career Focused

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

### Healthcare

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

### Hospitality

- Hospitality and Culinary Program\*
- ServSafe Certificate Program – TIPS training

### Computers

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

### Safety

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

### Other

- Hypnosis (Advanced) Intensive Certification

\* = Funding available for unemployed and low income workers through the Department of Labor and Workforce Development and the Department of Transitional Assistance

For more information, please call 413.552.2086 or visit us online at [www.hcc.edu/bce](http://www.hcc.edu/bce)

# ADULT BASIC EDUCATION

## Two Keys to Success: high school diploma and good language skills

A high school diploma and good English skills are essential to get a good job. If you need help with either, we have programs for:

- **HiSET** (formerly GED) to earn a high school diploma equivalent
- **ESOL** English for Speakers of Other Languages
- **Transition** to College and Careers

### In Ludlow:

Ludlow Area Adult Learning Center (LAALC)  
54 Winsor St.

- **ESOL** classes, morning and evening, Monday to Thursday, September to June – Free.

Contact: 413.583.0320

### In Downtown Holyoke:

Picknelly Adult and Family Education Center (PAFEC)  
206 Maple St., next to the bus station.

- **HiSet** test preparation classes – Free and low-cost.
- **HiSet** testing – \$100-\$125, scholarships available.
- **ESOL** classes – Free.
- **Transition to College and Careers** – Free.

Includes classes by the Care Center, CareerPoint, Community Education Project (CEP), Holyoke Community College Adult Learning Center (HCC/ALC), Holyoke Adult Learning Opportunities (HALO), and Holyoke Works.

Contact: 413.552.2931



### In Downtown Holyoke:

Gill Technology Center at PAFEC, 206 Maple St.

- **HiSet** self-paced test preparation classes.
- Computer classes in English and Spanish.

Contact: 413.552.2939, [sschmidt@hcc.edu](mailto:sschmidt@hcc.edu)

### HCC Main Campus in Holyoke:

303 Homestead Ave., direct bus to/from downtown Springfield.

- **HiSet** testing – \$100-\$125, scholarships available.
- **ESOL** ESL Level 1 – Free. ESL advanced levels – financial aid available.
- **Transition** to college and careers – Free.

Contacts:

HiSet Testing: 413.552.2292, [teccles@hcc.edu](mailto:teccles@hcc.edu)

ESL: 413.552.2553, [gmontero@hcc.edu](mailto:gmontero@hcc.edu)

Transition: 413.552.2245, [mmartone@hcc.edu](mailto:mmartone@hcc.edu); 413.552.2728, [mtroppe@hcc.edu](mailto:mtroppe@hcc.edu)

### In Springfield:

Springfield Adult Learning Center (SALC)  
One Armory Square, Building 27, 1st floor.

- **HiSet** test preparation classes.
- **ESOL** classes – Free.

Contact: 413.755.4300

## Preparation for the HiSET (Holyoke)

TEST 001 • 26 sessions

CRN 15763 Feb 26-May 30 MW 6-8:30 p.m.

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. Enrollment is limited to provide immediate and individualized attention to students. This is an accelerated program. Individuals who are missing more than two years of formal high school should contact the Dean of Community Services at 413.552.2324. Those 17 years of age or younger must provide official high school documentation indicating at registration that they are no longer enrolled high school. Class is held in downtown Holyoke at PAFEC, 206 Maple Street.  
**\$199**

# SUCCEED.



“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.”

– Jeffery Anderson-Burgos,  
*Liberal Arts, Sociology*

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.

**HOLYOKE  
COMMUNITY  
COLLEGE**



“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

## 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.

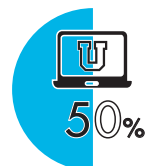
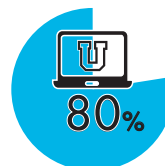
## BEYOND THE CLASSROOM

**50+ student clubs** and organizations **WEEKLY EVENTS, SPEAKERS AND ENTERTAINMENT** **Deejay a show on HCC’s radio station** **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 an award-winning NJCAA DIVISION III athletic program** **Choose from baseball, soccer, volleyball, basketball or golf!**



## CHOICE AND FLEXIBILITY

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



# LEARN.

# DREAM.



## TRANSFER

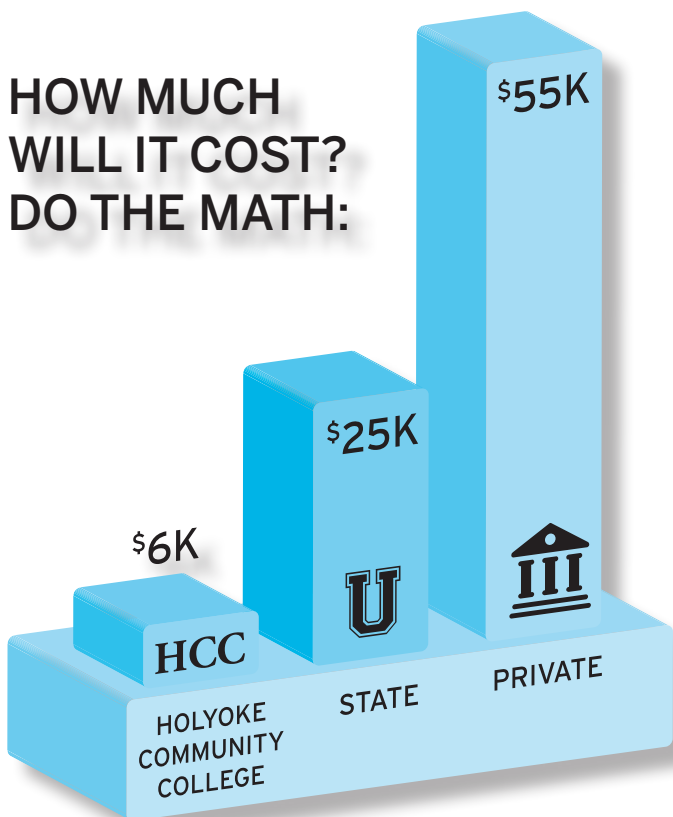
With one of the highest rates of transfer among Massachusetts community colleges, HCC prepares students for continued success. Our transfer agreements open doors at public and private colleges and universities in Massachusetts and beyond—and some even include reduced tuition and guaranteed admission!

## HCC STUDENTS GO PLACES

Where do HCC students go to earn their bachelor's degrees? Here's a partial list!

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

HOW MUCH  
WILL IT COST?  
DO THE MATH:



# HOLYOKE COMMUNITY COLLEGE

# DEGREES

Accounting  
Administrative Professional Studies  
Applied Technology  
Banking  
Biology  
Biotechnology  
Business Administration  
Chemistry  
Clean Energy  
Communication, Media and Theater Arts  
Communication  
Computer User Support  
Creative Writing  
Criminal Justice  
Deaf Studies  
Early Childhood  
Electronic Media  
Elementary Education  
Engineering  
Engineering Science  
English  
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  
Mathematics  
Music  
Natural Resources Studies  
Nursing  
Nutrition and Food  
Paralegal  
Photography  
Physics

**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.

Programming  
Psychology  
Radiologic Technology  
Secondary Education  
Sociology  
Sport Management  
Sustainability Studies  
Sustainable Agriculture  
Theater  
Undecided  
University Without Walls  
Veterinary Technician  
Visual Art  
Web Development

# CERTIFICATES

Accounting Systems  
Addiction Studies  
Administrative Professional Studies  
Clean Energy Coaching  
Community Health Worker  
Computer Networking  
Culinary Arts  
Deaf Studies  
Developmental Disabilities Direct Support  
Direct Care Worker  
Electronic Media  
Entrepreneurship  
Forensic Science  
Graphic Design  
Health and Fitness Management  
Health and Fitness Specialist  
Hospitality Management  
Human Resource Management  
Human Services

Marketing  
Medical Assistant  
Medical Billing and Coding  
Music Performance  
Practical Nursing  
Strength and Conditioning Specialist  
Supervision and Leadership in the Helping Professions  
Sustainability Studies

## NON-CREDIT CERTIFICATES

American Management Assoc  
Certified Nursing Assistant (CNA)  
Cisco Network Certification  
Culinary and Hospitality  
Event Planning  
Microsoft Office Certification  
National Career Readiness  
Non Profit Management  
Project Management  
ServSafe Certification

**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.

## TRAINING PROGRAMS

Commercial Drivers License  
Customer Service  
Emergency Medical Technician (EMT)  
Grant Writing and Management  
Pharmacy Technician  
Preschool Worker





## New training programs to help you get a job, get a better job, or do your job better

### Call Center and Customer Service Training

Employers need qualified customer service people. Working with local businesses, We built the curriculum to meet those requirements. Classes include Marketing, Financial Management, Business Etiquette, Sales, and Math for Business. Students are also put in a simulated customer call center environment where they are on the phone working through potential service call scenarios.

### Manufacturing Basics

Employers told us what they want potential employees to know, and this program is the result. Includes: Math for Manufacturing, Instrumentation and Measuring, Lean Systems, Teamwork, Communication and Workplace Expectations. Suitable for individuals and businesses.

### Hospitality and Culinary Workforce Development

Training for food service and food preparation workers and supervisors within the hospitality and food and beverage marketplace. Designed by area professionals in concert with our workforce development team, these programs are available for individuals and groups from area businesses.

### Helping Medical Practices Prepare for the Change to ICD-10 Medical Coding System.

The implementation of the new ICD-10 medical classification system will require training for billing clerks, medical secretaries, medical coders and other medical professionals. Suitable for individuals or businesses, these classes will be offered by Training and Workforce Options (TWO), a joint effort of Holyoke Community College and Springfield Technical Community College.

For information, contact Bob Griffin at 413.552.2086 or [rgriffin@hcc.edu](mailto:rgriffin@hcc.edu)

## 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](http://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)

Withdrawal at least five days before the first class meeting, 100 percent of all fees, less \$30. Less than five days before the first class meeting but before the third class meeting 50 percent of the course cost. No refund will be granted after the start of the third class meeting.

### Courses (with five or fewer meetings)

Refunds are available only if the student withdraws by the Friday before the first class meeting, less 25 percent of course cost, but not to exceed \$25.

## 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](http://www.hcc.edu/bce)**

**5**  
easy ways  
to register!



**Call**  
413.552.2500  
7:30 a.m. - 6 p.m.



**Fax**  
413.552.2745



**Walk in**  
Kittredge Center,  
2nd floor, Customer  
Service Lobby  
413.552.2500



**Mail**  
Community Education - Kittredge Center  
Holyoke Community College  
303 Homestead Avenue  
Holyoke, MA 01040



**Web**  
www.hcc.edu/bce

## Enrollment Form

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 a class starts.

**How did you learn about our courses? Please check all that apply:**

- On HCC's website     
  Via an email     
  Received Community     
  Facebook  
 Received any other mailing     
  Ad or story in newspaper or on     
 Education Course Bulletin ...     
 Other: (please indicate)  
 about courses and programs     
 the radio     
 in mail     
 on campus

### About You

		Area Code	Phone Number		Email: _____		Date: _____	
Work/Day								
Home/Evening					Previous Name (if applicable)		Date of Birth	
Last Name				First Name				
Street Address								
City							State	Zip Code

**I HAVE READ AND UNDERSTAND THE REFUND POLICY ON THE PREVIOUS PAGE**

Don't forget to sign here! → SIGNATURE: \_\_\_\_\_

### Class Selections

Course Number	CRN*	Course Title	Day/Time	Non-credit Tuition
Subtotal non-credit tuition				
<b>Total</b>				

\* CRN: Course Registration Number

**Questions?  
Contact  
Community  
Education  
413.552.2500  
or  
413.552.2123**

### Payment

#### Charge Accounts

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.



Account Number: \_\_\_\_\_

Date of Expiration: \_\_\_\_\_

Signature: \_\_\_\_\_

# 2018 SPRING

Holyoke Community College  
303 Homestead Avenue, Holyoke, MA 01040  
Telephone: 413.552.2500 • [www.hcc.edu](http://www.hcc.edu)

## Professional Development & Personal Enrichment Courses

CLASSES BEGIN IN JANUARY. REGISTER NOW AT [WWW.HCC.EDU/BCE](http://WWW.HCC.EDU/BCE)  
QUESTIONS? 413.552.2500

**HOLYOKE**  
**COMMUNITY**  
**COLLEGE**



please recycle

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