

HOLYOKE
COMMUNITY
COLLEGE

EMT
@HCC
SPRING



EMT training, page 10
hcc.edu

CLASSES BEGIN IN JANUARY. REGISTER NOW AT HCC.EDU/BCE



Educate. Inspire. Connect.

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

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

Corporate and Professional Education

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

Pages 05 - 15

**Business, Entrepreneurship, Leadership,
Marketing and Team Building
Computers and Technology
Occupational Training
Testing
Customized Professional Development**

Personal Enrichment

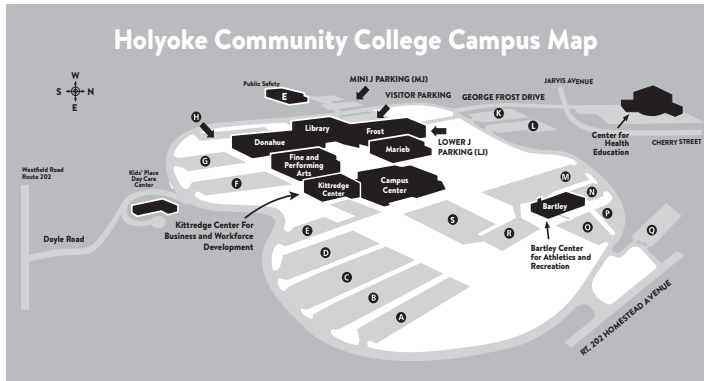
Educational, inspirational, and fun courses to enhance skills, build hobbies or generally improve your personal life.

Pages 16 - 22

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

Academic Certificate and Degree Programs – page 29

Holyoke Campus Map / Parking



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

BUILDINGS

BC	David M. Bartley Center for Athletics & Recreation	
CC	Campus Center	Reopening fall 2019
CHE	Center for Health Education	
DON	Donahue	POD Cafe, College Store, Health Services, Library, OSDDS, Student Activities
FPA	Fine & Performing Arts	Leslie Phillips Theater, Forum Cafe
FR	Frost	ACT Center, Administration, Admissions, Assessment Center, Financial Aid, New Directions, Student Accounts, Student Records, Thrive Center
KC	Kittredge Center for Business & Workforce Development	
MRB	Marieb	Health & Life Sciences
PS	Public Safety	Campus Police, Facilities

Main Campus

Kittredge Center for Business and Workforce Development

303 Homestead Avenue
Holyoke, MA 01040
413.552.2500
www.hcc.edu

Additional Locations

E2E: Quaboag Region Workforce and Training Center

79 Main St. Ware, MA 01082
Kermit Dunkelberg,
kdunkelberg@hcc.edu,
413.552.2506

HCC MGM Culinary Arts Institute

164 Race Street
Holyoke, MA 01040
413.552.2838
hcc.edu/culinary

Ludlow Area Adult Learning Center (LAALC)

54 Winsor St.,
Ludlow, MA 01056
413.583.0320
hcc.edu/ludlowcenter

Picknelly Adult and Family Education Center (PAFEC)

206 Maple St.,
Holyoke, MA 01040
413.552.2990

Course Registration Information

Community Education courses fill fast. We suggest you register at least two weeks before class start date, or by registration deadline if noted. If space is still available in a class, HCC can accept registration for most classes up to the business day before a class starts.

A \$20 fee will be charged for returned checks. All returned checks not made good will be referred to a collection agent.

CLASS SCHEDULES

Class dates are subject to change. Please check the website (www.hcc.edu/bce) for the latest updates, and be sure to check with the instructor on the first day of class. Classes are not held on state and national holidays, and individual instructors may make other adjustments.

FEES

Fees for materials are now included in the tuition price unless specifically noted.

REFUND POLICY FOR NON-CREDIT COURSES

Courses (with six or more meetings)

1. By the Friday before the first class meeting, 100% of all tuition, less \$30.
2. After the Friday before the first class meeting but before the third class meeting 50% of the course cost.
3. No refund will be granted after the start of the third class meeting.

Courses (with five or fewer meetings)

1. Refunds are available only if the student withdraws by the Friday before the first class meeting, less 25% of course cost, but not to exceed \$25.
2. Youth Programs: By the Friday before the first class meeting, 100% of tuition. No refunds will be granted after the start of the program.

COURSE CANCELLATION

Low enrollments can necessitate course cancellations. HCC will attempt to notify students whose class has been cancelled and help them choose another course or obtain a refund. **Completing your course registrations as early as possible helps the college avoid cancelling classes. If the college cancels a course, 100 percent of all course costs are refunded.**

BENEFITS, TUITION WAIVERS, AND THIRD PARTY BILLING

State Employee Tuition Waivers

Present waivers at the time of registration. Waivers are not accepted by telephone, Fax, or mail.

For non-credit courses, full-time state employees, their spouses and dependent children up to age 25 are eligible for tuition remission of 50 percent of tuition only for any non-credit course(s) or program(s). **Tuition waivers will be honored so long as the minimum number of full-tuition-paying students per class has been met.**

Third Party Billing (Company-Agency Payments)

Please submit, by mail or in person, an enrollment form for each student along with an original purchase order or letter on company-agency letterhead including the student name(s) and the amount to be paid.

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

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 13

ServSafe

See page 11

TiPS

See page 11

Contact Maria Vargas at
413.552.2122, mvargas@hcc.edu

Grant-funded Programs

See pages 11

Personal Enrichment

Gourmet Cooking and Baking Classes

See page 17. Contact Valentyna Semyrog,
413.552.2123, vsemyrog@hcc.edu

**All classes to be held at
the new HCC MGM Culinary Arts Institute**

164 Race Street, Holyoke MA



CORPORATE AND PROFESSIONAL EDUCATION

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

Business, Entrepreneurship, Leadership, Marketing and Team Building 5

Computers and Technology 8

Occupational Training 9

Advanced Call Center & Customer Service Training 9

Become a Professional Bartender 9

Introduction to Clean Room Training 9

Commercial Driver's License -
Class B Training Program 9

Coach & Bus Driver Training -
Class B License (P Endorsement) 10

Emergency Medical Technician (EMT)
Basic Program (HCC) 10

Certified Medical Assistant Test Preparation 10

Nursing Assistant Exam Prep/Home
Health Aide (Ware) 10

Certificate in Event Planning 10

Flying Drones for Profit, Public Safety & Commercial
Applications: Preparation for the FAA Exam. 10

MA Gaming School Courses 11

Basic Firearms Safety (MA Required Course). 11

Grant-Funded Programs 11

OSHA 10 13

Project Management Certificate 13

Project Management Online 13

Public Safety Telecommunicator. 13

Preparation for the Real Estate Salesperson's
Licensing Exam. 13

ServSafe Prep. & Exam 13

ServSafe Prep. & Exam (Ware) 14

ServSafe Renewal 14

TIPS 14

Customized Professional Development . 14

Testing & Test Preparation 15

Personal Enrichment 16

Business, Entrepreneurship, Leadership, Marketing and Team Building

Successfully Starting Your Own Business • BUSN 001 • 3 sessions

CRN 15046 SEC 51 Apr 7-21 T 6:00 p.m.-9:00 p.m.

Starting a business isn't for the faint of heart... now learn what it takes. We'll cover core issues of planning, legal structures, 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 wildly successful, large businesses and is a certified SCORE mentor.
\$79

Explore 250 Legitimate Home-Based Business Ideas • BUSN 002 • 1 session

CRN 16266 SEC 51 Apr 23 Th

Tired of working for someone else and need more money? Turn your talents and hobbies into profits

at home by learning how to start a home based business from a Chamber of Commerce past president and successful California entrepreneur. Learn:

- * mandatory legal documentation
- * many ways to market your product/service
- * how to take tax deductions
- * more than 100 home business ideas
- * FREE future Q&A opportunities

A comprehensive home-business startup workshop, if you really want to succeed in a home business, this step-by-step session is a must! Instructor: LeeAnne Krusemark.
\$70

Getting Paid to Talk

CRER 003 • 1 session

CRN 15062 March 4 W 6:30pm - 9pm

CRN 16270 May 21 W 6:30pm - 9pm

Explore numerous aspects of voice over work for television, film, radio, audio books, documentaries and the internet in your area. We will cover all the basics, including how to prepare the all - important demo, how to be successful and earn great income in this exciting field. Students will have the opportunity to ask questions and to hear examples of demos recorded by professional voice actors.
\$45

Land the Job you Want (Free)

CWD 1002 • 4 sessions

CRN 16119 SEC 64 Mar 10-19 TTh 5:00 p.m.-7:00 p.m.

In this workshop series, the instructor will help you craft a professional resume and cover letter that stands out, and provide guided practice and feedback to improve your interviewing skills. Whether you are just launching your career, or ready for a career change, this series is for you!

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

CRN 15395 SEC 51 Apr 2-9 Th 6:00 p.m.-9:00 p.m.

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

CORPORATE AND PROFESSIONAL EDUCATION

Scholarships - Search & Apply!

(Free) • CWD 1001 • 2 sessions

CRN 16117 SEC 64 Feb 11-13 TTh 5:00 p.m.-7:00 p.m.

Paying for education can be expensive endeavor, and financial aid and scholarships can be complicated. In this series, we guide students in searching for scholarships they are eligible for, and assist in the application process. We help students organize scholarship requirements, deadlines, and needed documentation. Also included is a session on navigating financial aid.

Nonprofit Management (with Simulation) Certificate • CERT 014

CRN 15054 SEC 51

CFRE (Certified Fundraising Executives) Credits: 36 CEUs: 6 Access Time to Complete: 1 Year An engaging and highly effective alternative to expensive credit programs, this online certificate program will introduce you to key current management issues for nonprofit organizations. Fundraising, board and volunteer development, budgeting, reading financial statements, leadership, marketing, grant writing, social media, and setting strategic direction are all addressed. Video commentary on these crucial topics will provide insight into how nonprofit professionals apply key concepts in their own organizations. Course also includes a capstone simulation that puts you in the role of Executive Director of the troubled Courtney Museum, dealing with a series of personnel, marketing, financial, and board/community relations issues. individual courses included:

- Strategy for Nonprofit Organizations
- Leadership in a Nonprofit Organization
- Principles of Marketing for Nonprofit Organizations
- Nonprofit Board and Volunteer Development
- Social Media for Nonprofits
- Budgeting in a Nonprofit Organization
- How to Read a Nonprofit Financial Statement
- Fundraising
- Fundraising for Nonprofit Organizations
- Capital Campaigns
- Grant Writing for Nonprofits

To see complete course descriptions and register, go to: <http://hcc.mindedgeonline.com/partner/courses/index.php> \$879 (entire program)

Business Communications Certificate • CERT 015

CRN 15596 SEC 51

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. From clarifying and structuring your ideas to designing the PowerPoint slides that will best complement them, the techniques, interactive exercises, and checklists in this suite

will help you create presentations and workplace documents that inform and persuade. This certificate offers instruction on crafting many of the most common business communication formats: memos, reports, brochures, proposals, presentations, catalogs, and websites. Topics include formal and informal outlining techniques, using email appropriately in an organizational setting, and revising for wordiness, unnecessary phrases, redundancy, and jargon. Program includes the following courses:

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

For more information and to Register, go to <http://hcc.mindedgeonline.com/partner/courses/index.php> **\$299.00**

Innovation & Critical Thinking Certificate • CERT 016

CRN 15597 SEC 51

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 will first help you become re-acquainted with your own stores of creativity and innovation. Next, you are given a set of tools that allow you to leverage your creativity to identify and solve organizational problems. One activity asks you how you might look at a problem from a different angle to produce a more creative result; others walk you through the process of using analogies or replacement techniques to invent creative solutions to problems.

Each 3 to 5 hour, self-paced course offers an assortment of interactive exercises, videos, selected readings, case studies, and self-assessments that will engage you and help you apply your newly discovered creativity in the workplace. Courses include:

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

For more information and to register, go to <http://hcc.mindedgeonline.com/partner/courses/index.php> **\$249.00**

Data Analytics Certificate • CERT 020

CRN 15775 SEC 51

This certificate in data analytics provides an overview of topics in statistics and their applications in a variety of fields. This certificate will present the basics of quantitative analysis and its increasing use in today's professional landscape. Learners are exposed to quantitative decision-making tools and techniques, which tie into real-world case studies. Each course in this

certificate utilizes games, videos, interactive exercises, quizzes, real world case studies, and other engaging content to ensure rapid mastery of the content and direct application. Course videos and lessons focus on use of both Microsoft Excel and OpenOffice. Courses can be taken in any order. This certificate has no textbooks or prerequisites.

Program includes the following courses:

- Data Analysis for Improving Organizational Performance
- Data Analysis in the Real World
- Introduction to Data Analysis
- Statistical Process Control
- Statistics as a Managerial Tool
- Tools of Data Analysis

To register and pay, go to <https://hcc.mindedgeonline.com/partner/courses/index.php> **\$399.00**

Leadership

Leadership Series

CRER 057 • 5 sessions

CRN 16243 SEC 51 Apr 9-May 7 Th 6:00 p.m.-8:00 p.m.

In this 5-part series, you'll build skills to help you achieve peak performance in work and life. The series lays the foundation for developing the discipline and tools to increase your personal effectiveness, your effectiveness with others, and building the critical thinking and problem-solving skills you need to achieve exceptional results. The series includes 5 interactive workshop sessions: personal effectiveness, interpersonal effectiveness, critical thinking, problem solving, emotional intelligence. Price for individual session \$75. Discount for anyone taking all 5 sessions. Instructor: Susan Drummey **\$300**

Personal Effectiveness

CRER 058 • 1 session

CRN 16244 SEC 51 Apr 9 Th 6:00 p.m.-8:00 p.m.

Build skills to help you achieve peak performance in work and life. The series lays the foundation for developing the discipline and tools to increase your personal effectiveness, your effectiveness with others, and building the critical thinking and problem-solving skills you need to achieve exceptional results. The series includes five interactive workshop sessions. Take any one, or all five of the classes. Personal Effectiveness – maximum your energy, skills, strengths, talents, and time to reach both work and life goals. Instructor: Susan Drummey **\$75**

Interpersonal Effectiveness

CRER 059 • 1 session

CRN 16245 SEC 51 Apr 16 Th 6:00 p.m.-8:00 p.m.

Build skills to help you achieve peak performance in work and life. The series lays the foundation for developing the discipline and tools to increase your personal effectiveness, your effectiveness with others, and building the critical thinking and problem-solving skills you need to achieve exceptional results. The series includes five interactive workshop sessions. Take any one or all five classes.

Interpersonal Effectiveness – develop the skills needed to work and positively interact with all types of people in your professional and personal life. Instructor: Susan Drummey
\$75

Critical Thinking

CRER 060 • 1 session

CRN 16246 SEC 51 Apr 23 Th 6:00 p.m.-8:00 p.m.

Build skills to help you achieve peak performance in work and life. The series lays the foundation for developing the discipline and tools to increase your personal effectiveness, your effectiveness with others, and building the critical thinking and problem-solving skills you need to achieve exceptional results.

The series includes five interactive workshop sessions. Take any one, or all five classes.

Critical Thinking – use a systematic approach to understand and evaluate data, ideas, beliefs and values. Understand the connections and think rationally and clearly about information sources. Instructor: Susan Drummey
\$75

Problem Solving

CRER 061 • 1 session

CRN 16247 SEC 51 Apr 30 Th 6:00 p.m.-8:00 p.m.

Build skills to help you achieve peak performance in work and life. The series lays the foundation for developing the discipline and tools to increase your personal effectiveness, your effectiveness with others, and building the critical thinking and problem-solving skills you need to achieve exceptional results.

The series includes five interactive workshop sessions. Take any one, or all five classes. Problem Solving – learn to identify, prioritize and select alternatives as a solution for any troubling situation. Issues are part of every day; how you handle them can make or break your career. Instructor: Susan Drummey
\$75

Emotional Intelligence

CRER 062 • 1 session

CRN 16248 SEC 51 May 7 Th 6:00 p.m.-8:00 p.m.

Build skills to help you achieve peak performance in work and life. The series lays the foundation for developing the discipline and tools to increase

your personal effectiveness, your effectiveness with others, and building the critical thinking and problem-solving skills you need to achieve exceptional results.

The series includes five interactive workshop session. Take any one, or all five classes. Emotional Intelligence – become effective at recognizing and navigating emotions to effectively manage relationships. Instructor: Susan Drummey
\$75

Excelling as a Highly Effective

Supervisor • CRER 063 • 4 sessions

CRN 16268 SEC 51 Apr 21-30 TTh 5:00 p.m.-7:00 p.m.

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

Instructor: Surlener Waites
\$200

Marketing

Social Media: Results Marketing

CRER 044

CRN 16260 SEC 51 Apr 6 M 6:00 p.m.-8:00 p.m.

Social media IS marketing. All successful businesses must have a strong presence, across multiple social media platforms. Identify which platforms make the most sense for your business, how to create successful content, tips on managing your social communities, advertising techniques and general “best practices.” Turn your caterpillar into a social butterfly! Instructor: Dylan Pilon.
\$79

Social Media: Event Marketing

CRER 045 • 1 session

CRN 16261 SEC 51 Apr 14 Tu 6:00 p.m.-8:00 p.m.

With over 1 billion daily users, social media is without a doubt the most cost-effective way to promote your next event. Learn how to properly create Facebook events, invite hundreds of friends with just a few clicks, run paid advertisements and cross-promote to other social platforms like Instagram and Twitter. Instructor: Dylan Pilon.
\$79

Social Media: Customer Service in the 21st Century • CRER 046 • 1 session

CRN 16262 SEC 51 Apr 22 W 6:00 p.m.-8:00 p.m.

In a world where instant gratification is expected, social media provides an unparalleled opportunity to connect with your customers, when it's convenient for them. Learn how to find customers talking about you instead of to you, properly manage online reviews/feedback (both positive and negative), set up customer/technical service help via Twitter and manage this newly generated workflow. Instructor: Dylan Pilon.
\$79

LinkedIn: Maximize It!

CRER 047 • 1 session

CRN 16263 SEC 51 Apr 30 Th 6:00 p.m.-8:00 p.m.

Use LinkedIn to its maximum! It is your digital first impression with potential employers, co-workers and clients. Don't miss out on opportunity by under-representing your skill set! Together, we will build an “All-Star” profile that is sure to generate interest in you. Instructor: Dylan Pilon.
\$79

Team Building

Introduction to Group Facilitation

CRER 055 • 1 session

CRN 16230 SEC 51 Mar 6 F 9:00 a.m.-12:00 p.m.

Leading group work, “task forces” or discussions can be a BIG challenge, whether we're looking for effective ways for group members to share information, surface different points of view productively, solve problems, deal with conflict or develop new plans or ideas. Learn basic skills and approaches that can help the process go much more smoothly, and in this introductory workshop, we'll explore the group facilitator role, key tasks facilitators fulfill, tips for managing time and supporting more equal participation, plus key principles in agenda design.
\$79

Dealing with Resistance & ‘NO’

CRER 056 • 1 session

CRN 16231 SEC 51 Mar 20 F 9:00 a.m.-12:00 p.m.

Dealing with resistance, negativity and challenging dynamics in the workplace is a necessary part of supervisory and leadership positions, but requires far more time and resources PLUS special skills. And when resistance and negativity are not dealt with well, a culture of “NO!” can damage workplace morale faster additional problems and make it harder to achieve our workplace goals. In this workshop, you'll identify and practice communication skills, boundary setting and

CORPORATE AND PROFESSIONAL EDUCATION

collaborative problem-solving approaches that have proven effective in other workplace settings for addressing these challenges.

\$79

Laughter: The New Bottom Line

CWD 983 • 1 session

CRN 16090 SEC 64 Mar 3 T 6:00 p.m.-9:00 p.m.

Improve performance and increase profitability through cutting-edge laughter methods. This interactive class, focused on team building and group cohesion, delivers tools, strategies, and insights into using laughter in the workplace to enhance healthy workplace relationship, and cultivate a positive "On the job Attitude." John Hewlett-Packard, Southwest Airlines, IBM and other companies around the world that are finding these evidence-based laughter programs to have an immediate positive impact on their businesses. \$49

Using Laughter to Manage Stress

CWD 984 • 1 session

CRN 16091 SEC 64 Apr 7 T 6:00 p.m.-9:00 p.m.

Laughter can change lives and relationships. In this highly experiential class, participants will learn why we laugh and how we use laughter in our everyday lives: to protect, attack, connect, and distract. This class will go into depth to explain how laughter can be used strategically in the workplace to help relieve tension, shift perspectives, bring people together, and work more effectively and provides tips and tricks for both evaluating and expanding your laughter skill set. \$49

Capitalizing on Diversity

CWD 985 • 2 sessions

CRN 16092 SEC 64 Mar 18-25 W 6:00 p.m.-9:00 p.m.

The Capitalizing on Diversity course is designed to prepare staff to effectively create a more inclusive environment and the demonstration of different intervention techniques. The course also helps apply techniques that move beyond focusing not only on bias reduction but towards putting inclusion into action. It also helps us to know how our attitudes or stereotypes affect our understanding, actions, and decisions in an unconscious manner. (6 hours course) 3 hours/session. \$89

Computers and Technology

CISCO I: Introduction to Networks

CWD 814 • 17 sessions

CRN 15077 SEC 64 TBA

Our CISCO certified instructor will work with you to develop your knowledge & skill as well as to

prepare you to become a Cisco certified network administrator. Introduction to Networks is the first course in a series of networking prep courses designed to help you pass your certification exam and become a Cisco Certified Network Associate (CCNA).

Introductions to Networks: Exploring the Network, Operating System, Network Protocols and Communications, Network Access, Ethernet, Network Layer, Transport Layer, IP Addressing, Subnetting IP Networks, Application Layers. \$849

Computer Basics Bootcamp

CWD 952 • 4 sessions

CRN 16115 SEC 64 Feb 25-Mar 5 TTh 5:00 p.m.-7:00 p.m.

Computers are integrated into nearly every aspect of our professional and personal lives, and it's increasingly important to know how to use them. You will learn how to navigate computer settings, create and organize files, safely use the internet. We will also cover how to use Google Drive and its many applications, and much more. Novices welcome. \$99

Cybersecurity Certificate • CERT 018

CRN 15719 SEC 51

Cybersecurity, also known as Information Security, is the protection of data and personally identifiable information from malicious attacks, theft, and destruction. Failures of cybersecurity policies, both in large corporations and governmental agencies, have earned significant visibility and negative publicity in recent months and years. As the amount of data being stored continues to increase, and as hackers become more sophisticated, the need for cybersecurity is greater than ever. This Certificate in Cybersecurity offers an introduction to the critical elements of information security, as well as foundational information about key certifications for professionals in the industry. Each of the eight courses in this suite will help learners master the vocabulary of the industry and offers examples, videos, interactive games, and review questions to ensure mastery of the material. To register, go to <https://hcc.mindedgeonline.com/partner/courses/index.php> Courses can be taken in any order. This certificate has no textbooks or prerequisites.

Courses include:

- Asset Security
- Communications and Network Security
- Identity and Access Management
- Security and Risk Management
- Security Assessment and Testing
- Security Engineering
- Security Operations
- Software Development Security

\$499

Introduction to Microsoft Word 2016

TECH 006 • 4 sessions

CRN 15498 SEC 51 Mar 10-31 T 6:00 p.m.-9:00 p.m.

Topics include: typing and deleting text, undoing/redoin, formatting and cutting, copying and pasting text, creating documents and inserting images and clip art. You'll learn how to modify line spacing, create lists, change views as well the overall look of your document. Course covers the most commonly used commands and features. Students should have keyboarding and computer experience. Instructor: Renee Tetrault. **\$199**

Introduction to Microsoft Excel 2016

TECH 007 • 4 sessions

CRN 15483 SEC 51 Apr 7-28 T 6:00 p.m.-9:00 p.m.

Become proficient at spreadsheet basics and design, including creating, editing, formatting and printing. Learn how to create and use common formulas and functions containing cell references to automate calculations. We also cover Excel charting and graphing techniques. Students must have keyboarding and computer experience. Instructor: Renee Tetrault. **\$199**

Introduction to Adobe Photoshop CC

TECH 008 • 4 sessions

CRN 15487 SEC 51 Feb 13-Mar 5 Th 6:00 p.m.-9:00 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. Instructor: Dino Diaz **\$199**

Introduction to Quickbooks 2015

TECH 010 • 4 sessions

CRN 15499 SEC 51 Mar 18-Apr 8 W 6:00 p.m.-9:00 p.m.

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

Introduction to Adobe Illustrator CC TECH 015 • 4 sessions

CRN 15529 SEC 51 Mar 2-23 M 6:00 p.m.-9:00 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. Instructor: Pepe Pedraza.
\$199

Introduction to Adobe InDesign CC TECH 016 • 4 sessions

CRN 15500 SEC 51 Mar 30-Apr 27 M 6:00 p.m.-9:00 p.m.

Want to create 'knock-out' magazines, letterheads, business cards, flyers, or publications? This course is for you. Use powerful layout software to learn graphics design principles in Adobe InDesign. Create 'wow' producing visual communications. Use work area elements, edit commands, all of the drawing, frame, and shape tools, tables, paths and additional palettes that make up the main screen. Learn techniques for creating and managing documents, and how to add photos and text to create unique designs. Instructor: Pepe Pedraza. No class April 20.
\$199

Introduction to Microsoft Office 2016 • TECH 017 • 4 sessions

CRN 15482 SEC 51 Feb 11-Mar 3 T 6:00 p.m.-9:00 p.m.

Understand how to use Microsoft Office, a necessity for workers, job seekers, and home computer users. Learn the basics of Microsoft Office to easily create, format, and work with documents using Word, or create Excel spreadsheets by working with formulas, and build presentations using PowerPoint. Finally, we'll review Publisher and learn about all the best uses for this dynamic software. PC Fundamentals or basic computer skills required. Instructor: Renee Tetrault.
\$199

Intermediate Quickbooks 2015 TECH 066 • 4 sessions

CRN 16121 SEC 51 Apr 22-May 13 W 6:00 p.m.-9:00 p.m.

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

finding, customizing, printing, and saving reports; balance sheets; and profit and loss statements.
\$199

Acing the Online Class (Free)

TECH 076 • 1 session

CRN 16254 SEC 64 Jan 21 T 5:00 p.m.-7:00 p.m.

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

Tech Tools for Students (Free)

TECH 077 • 1 session

CRN 16255 SEC 64 Jan 23 Th 5:00 p.m.-7:00 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 locating relevant information.

Printing in 3 Dimensions

TECH 087 • 4 sessions

CRN 16256 SEC 64 Mar 24-Apr 2 TTh 5:00 p.m.-7:00 p.m.

Curious about 3D printing and it's a seemingly unlimited amount of applications? Join us to learn the basics of design technology and the 3D printing process. Includes one printed item!
99.00

Intro to Robotics

TECH 089 • 4 sessions

CRN 16257 SEC 64 Apr 7-16 TTh 5:00 p.m.-7:00 p.m.

STEM is becoming an increasingly important field in the job market, and computer programming is an important a major part of it. However, many people feel that computer coding is much too difficult for them. Well, in this Intro to Robotics class, you will grasp the basic understandings of coding in a fun and user-friendly way by programming Lego robots! Children also welcome, must be accompanied by an adult.
99.00

Facebook & LinkedIn

CWD 616 • 1 session

CRN 15089 SEC 64 Feb 11 T 6:00 p.m.-9:00 p.m.

CRN 15090 SEC 65 Feb 22 S 9:00 a.m.-12:00 p.m.

Through this interactive three hour workshop you will get started building your professional network with Facebook and Linkeln. 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.
79.00

Occupational Training

Advanced Call Center & Customer Service Training • CWD 845 • 50 sessions

CRN 15148 SEC 64 TBA

Developed in conjunction with local companies, this is an excellent training options for a non-college grad interested in customer support, call center operations, telemarketing, sales, etc. All trainees must take the foundational skills training in customer service. Classes include Business Etiquette, Sales and Math for Business. Key Foundational competencies that will be addressed are service, communications, computer applications and conflict resolution. The training will prepare participants for entry level positions in customer service, call center operations and sales. For more information, call (413) 552-2500.

Become a Professional Bartender

FOOD 002 • 7 sessions

CRN 15263 SEC 51 Mar 24-May 5 T 6:15 p.m.-9:15 p.m.

In this interactive class, hone the skills necessary to embark on a career as a professional mixologist. Learn to create cocktails from time honored industry staples to the latest trends. Gain knowledge about the various forms of alcohol, correct pouring techniques, drink recipes, as well as legal liability and customer service techniques. The focus of this course is to prepare students for a career in the industry, but it is also relevant to those who wish to ply this craft at home. No experience necessary, but a desire to learn and a can do attitude are mandatory. Text is the Ultimate Bar Book: The Comprehensive Guide to Over 1,000 Cocktails by Mittie Hellmich. Instructor: Quincy McCray.
\$269

Introduction to Clean Room Training

CWD 927 • 6 sessions

CRN 16089 SEC 64 TBA

Course Objectives

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

CORPORATE AND PROFESSIONAL EDUCATION

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

CRN 15056 SEC 51 Feb 24-28 MTWThF 5:30 p.m.-8:30 p.m.

Train for a lucrative new career without quitting your day job! Offered in association with Tri-State CDL Training Center, Inc., this 50 hours program includes classroom and on-the road instruction. Upon successful completion, you'll be federally licensed to operate a Class B motor vehicle and Tri-State will schedule your CDL exam with the MA State Police. The diploma is an RMV recognized document and will allow you to enter the transportation industry. Students are advised to have their DOT Medical Card and their RMV Class B Driver Learner's Permit two weeks prior to beginning the program. Individuals out-of-work can apply for WIA training funds, Title 3 approved. Minimum age: 18. You need to have a clean driving record and be able to pass a DOT physical.
\$1949

Coach & Bus Driver Training - Class B License (P Endorsement) (50 hours) CMDL 020

CRN 15055 SEC 51 Feb 24-28 MTWThF 5:30 p.m.-8:30 p.m.

This comprehensive bus training consists of 20 hours of classroom instruction and 40 hours of road and field instruction. Classroom hours consist of orientation, log book training, and special features of the bus with a focus on passenger safety, as well as vehicle inspection and brake inspection check. The on-premises yard portion of the training course covers vehicle start up, shut down and operation. Learn all basic safe driving techniques, including speed and space management, picking up and dropping off passengers in a safe manner, and special concerns. Hazards, emergency bus maneuvers and accidents are topics also covered in classroom training with emphasis on entering and exiting roadways, city and night driving and driving in extreme weather all with the safety of passengers in mind. Covers accident guidelines emergency maneuvers, skid control and how to deal with hazards on the roadway. Additional training time is spent learning the pre-trip inspection on the vehicle and the different maneuvers needed to pass the Registry of Motor Vehicles Test. Once the student is operating the equipment properly, they then move out onto the public roadways to complete their bus driving training. Tri-State CDL Training Center, Inc., is Massachusetts' premiere RMV-approved training center. Individuals out of work can apply for WIA training funds, Title 3 approved. Minimum age: 18. You need to have a clean driving record. Students are advised to have their DOT Medical Card and Learner's Permit two weeks prior to beginning the program.
\$2999

Emergency Medical Technician (EMT) Basic Program (HCC) CERT 004 • 38 sessions

CRN 15723 SEC 51 Jan 28-Jun 2 TTh 6:00 p.m.-10:00 p.m.
CRN 15723 SEC 51 Jan 28-Jun 2 S 8:00 a.m.-4:00 p.m.

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, covers all aspects of emergency care including patient handling, extrication, communication, working with law enforcement, legal issues, ethics in emergency medicine, use of medical equipment, safe and sane transportation and much more. Texts: \$225. For more information and before to register, contact 413.552.2500
\$1099

Certified Medical Assistant Test Preparation • CERT 025 • 10 sessions

CRN 16269 SEC 51 Apr 1-June 3 W 5.30 p.m.-7.30 p.m.

The Certified Medical Assistant credential represents a medical assistant who has been credentialed through the Certifying Board of the American Association of Medical Assistants. The credential is awarded to candidates who pass the CMA (AAMA) Certification/Recertification Exam. This course will help students prepare for the exam by reviewing technical materials while learning test taking techniques and best practices. Students will guided through the process and have a partner to help them succeed. Instructor: Jennifer Cole
\$500

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

CRN 15758 SEC 64 TBA

This course is intended to prepare you to pass the Massachusetts Nurse Aide Certification Testing with the American Red Cross, and to gain the skills and knowledge to be a certified Home Health Aide. You will learn the skills necessary to provide basic care for patients in hospitals, residents of long-term care facilities such as nursing homes, or to care for patients in their home. Four days of clinical internships are included. This course is an excellent choice for students preparing to enter the healthcare workforce. Tuition will not include exams fees and the cost of scrubs needed for clinical internships. Candidates must take a basic skills test for English and math ability, pass a CORI/SORI check, and be able to provide proof of a recent physical exam and the results of a TB/Mantoux test. Call 552-2500 for dates, times and tuition cost. \$1,200. This course meets in Ware.

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

CRN 15091 SEC 64 Mar 10-26 TTh 6:00 p.m.-8:00 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 & 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 SEC 64 Mar 31-Apr 7 TTh 6:00 p.m.-8:00 p.m.

(Must have taken Event Planning Essentials - Module I prior to taking Module II)
Now that you have mastered the basics, relationship building and management is essential. This is where the challenge comes in. Many individuals, companies and others will be involved in the success of the final event. In this module you will work on collaboration techniques with all those involved to ensure success and to develop an understanding of their needs and how you can satisfy or work with those needs. 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 SEC 64 Apr 9-16 TTh 6:00 p.m.-8:00 p.m.

(Must have taken Event Planning Essentials - Module I & II prior to taking Module III)
You're ready to begin your event planning career! In this module, you will develop your 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 ways to showcase your business etiquette that sells you and your services. Businesses and organizations work with those who make them look good to customers and other businesses. You will work on real world examples in this module to help you learn how to appropriately offer your services while avoiding some of the pitfalls that can occur and damage you and your reputation as a professional event planner.
\$179

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

SFTY 003 • 4 sessions

CRN 15902 SEC 51 May 9-30 S 9:00 a.m.-1:00 p.m.

The FAA predicts there will be upwards of 30,000 drones in the nation's sky by 2020 while the numbers of new jobs created in the drone industry is estimated at 70,000. This is a hands-on program covering the expanding role of drones and various applications, FAA regulations addressing small Unmanned Aircraft Systems (sUAS) use, flight instruction and preparation for taking the FAA Remote Pilot in Charge Exam. Students must be able to pass a TSA background check is required for licensing. A joint collaboration of HCC, and the GeoGraphics Laboratory at Bridgewater State University.

Covers:

- Basic operations of commercial sUAS
 - Local, regional and national airspace regulations evolving to promote the safe operation of sUAS
 - Skills necessary to safely operate sUAS manually and autonomously
- A basic understanding of the skills necessary for the analysis of sUAS imagery
- A policy level understanding of public and private approaches to applying sUAS capabilities for transportation safety, security, and emergency response
 - What you need to know to pass the FAA Remote Pilot In Charge test
 - What physical skills you need to know to pilot an sUAS and fly state-of-the-art sUAS proficiently
 - sUAS Mission Planning – What is your mission and how you execute with the remote sensing capabilities of an sUAS
 - How to conduct imagery analysis using open source and commercial mapping programs and more.

\$315

MA Gaming School Courses

Blackjack- 1

GAME 001 • 30 sessions

A Level- 1 class includes Introduction to Massachusetts Gaming for Licensees. Prepares students to be proficient blackjack dealers. Covers chip- handling; shuffling; wagering; payoffs; card dealing; table layout, opening, and closing; security; guest service, etc. The first component of the course will concentrate on correct chip- handling techniques, identifying the value of each color chip, learning to read the total value of a bet, and proper pit procedures. Then, the course will teach the fundamentals of dealing Blackjack. Emphasis

will be placed on card totaling, chip cutting and handling, card shuffling, and card placement. Special attention will be given to game and accounting procedures, accuracy and speed. Intro. to Mass. Gaming for Licensees covers: Mass. gaming legislation and regulations; job readiness; employee obligations; industry standards, practices, and procedures; customer service relations; guest service excellence and expectations; problem gaming; and CPR. Prerequisites: Positive attitude, basic math skills, ability to pass a CORI background check and meet other licensing requirements, a signed student contract.

Number of Training Hours: 130

Poker- 1

GAME 004 • 50 sessions

A Level- 1 class includes Introduction to Massachusetts Gaming for Licensees. Prepares students to be accurate, efficient, professional poker dealers. Covers mechanical skills, techniques, rules, common procedures and policies, customer interaction, best behaviors, etc.

Covers the essentials of dealing Poker and preparing for a career as a Poker dealer. You'll train and practice dealing Poker from the hand including the fundamentals of rake/antes/ blind bets, game rules and regulations, dealer's responsibilities, and game security.

Intro. to Mass. Gaming for Licensees covers: Mass. gaming legislation and regulations; job readiness; employee obligations; industry standards, practices, and procedures; customer service relations; guest service excellence and expectations; problem gaming; and CPR. Prerequisites: Positive attitude, basic math skills, ability to pass a CORI background check and meet other licensing requirements, a signed student contract.

Number of Training Hours: 200

Carnival Games- 2

GAME 005 • 21 sessions

A Level- 2 class prepares students to deal Three and Four Card Poker. Let It Ride, and Ultimate Texas Hold 'Em. Covers the layout, possible bets, progressive and bonus options, dealing, the pay/ take process, dead games, game protection, guest service, etc.

For those who already have training in other games, this course accommodates the experience, knowledge and skills acquired in previous game training. Prerequisite: Successful completion of a Level- 1 class.

Number of Training Hours: 80

Mini Baccarat/PGP- 2

GAME 006 • 21 sessions

A Level- 2 class prepares students to be proficient dealers of Mini Baccarat and Pai Gow Poker. Covers the rules and procedures for both

games including dealing, shuffling, wagers, payoffs, progressive combinations for Baccarat, commissions in Pai Gow Poker, etc.

For those who already have training in other games, this course accommodates the experience, knowledge, and skills acquired in previous game training. Emphasis will be placed on commissions and percentages, the ability to calculate them immediately, customer relations, and security.

Prerequisite: Successful completion of a Level- 1 class.

Number of Training Hours: 80

Roulette- 2

GAME 008 • 24 sessions

A Level- 2 class for those who already have training in other games, this course accommodates the experience, knowledge, and skills acquired in previous game training. Prepares students to be proficient Croupiers. Covers table layout, chip handling, wagers, payouts, spinning the wheel and ball, dealer duties, rules, procedures, game protection, etc.

Emphasis will be placed on accurate and quick mental multiplication, chip handling, memorization of table layout, and accuracy in clearing the table.

Prerequisite: Successful completion of a Level- 1 class.

Number of Training Hours: 150

Craps- 2

GAME 009 • 31 sessions

A Level- 2 class for those who already have training in other games, this course accommodates the experience, knowledge, and skills acquired in previous game training. Prepares students to be proficient members of a craps crew. Covers the roles, rules, and procedures of the game; chip- handling; wagering and payoffs; security; guest service, etc.

Covers the fundamentals of dealing Craps. Emphasis will be placed on the knowledge of the procedures on a variety of bets, accurate and quick mental multiplication, and chip handling. Special attention will be given to game and accounting procedures, accuracy and speed. Prerequisite: Successful completion of a Level- 1 class.

Number of Training Hours: 200

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

CRN 15478 SEC 51 May 23 S 9:00 a.m.-5:00 p.m.

This comprehensive course fulfills the statutory requirement of eligibility for a Class A License to carry Firearms or for a Firearms identification Card (FID). The first half of the course covers firearm safety issues and mechanics. Includes safe use and handling of various firearms, vocabulary, ammunition, and proper storage laws, rules and regulations as well as Laws pertaining to possession, transporting of firearms



Online PROFESSIONAL DEVELOPMENT for K-12 Educators



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

For information:

Call Community Education at **413.552.2123** or **413.552.2324**, go to virtualeduc.com/holyoke, or go to hcc.edu/bce.

COURSE/CATEGORY

UGRAD PDPs

GRAD PDPs

Classroom Management

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

Common Core

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

Common Core Standards

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

Differentiated Instruction

Why DI?	45	55
Try DI!	45	55

Undergraduate PDPs: 30 **Fee: \$220**
Graduate PDPs: 40 **Fee: \$280**

COURSE/CATEGORY

UGRAD PDPs

GRAD PDPs

Early Childhood

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

Exceptional Education

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

Violence, Bullying & Aggression

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

Undergraduate PDPs: 45 **Fee: \$250**
Graduate PDPs: 55 **Fee: \$299**

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

CORPORATE AND PROFESSIONAL EDUCATION

and deadly force, personal defense and case law. Program will include breathing technique, stance, grip, sight, alignment, loading, unloading, and marksmanship. Course concludes with a pass/fail examination. Certificate will be issued upon satisfactory completion. No firearms or ammunition may be brought onto campus. No one under 21 years admitted. Upon registration positive ID is required, even if you register by mail, phone, fax or on-line. 25 year veteran officer Edward Oey is currently chief instructor for the Belchertown Police Dept. and holds over 100 certifications including MPCTC / State / NRA / LEOSA / S&W as well as Use of Force/Manadnock Defensive Tactics & Certified TASER Instructor. **\$99**

Grant-Funded Programs

As grant funds become available, HCC offers free job skills training for individuals seeking employment and advancement in the culinary and hospitality field, one of the fastest-growing in western New England. Classes are held at the state-of-the-art HCC MGM Culinary Arts Institute and can include training for:

1. Core Skills
2. Food Servers
3. Food Preparers
4. Hotel Workers
5. Supervisors and Managers

To find out more information: contact Maria Vargas at mvargas@hcc.edu or 413.552.2122.

For Employers

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. For more information, contact: Tracey Whitfield, 413.552.2059, twhitfield@twoworks.org

ESOL-Culinary Putnam • CWD 958

CRN 16160 SEC 64 TBA

Combines culinary arts training with English training for speakers of other languages. You will learn the language and job skills, earn industry accepted certifications, build a winning resume, and get the pathway to a new career. This 180 hour program leads to jobs like food preparer, line cook, server, waiter, waitress, host, hostess, and hotel worker. For more information, please contact: Pasha Black, pblack@hcc.edu

Line Cook Training • CWD 981

CRN 16191 SEC 64 TBA

Here is a free program designed to help current food service workers advance their careers. Cooks, food preparers, and others can quickly upgrade their culinary skills to move up to a better paying job. Topics include moist and dry cooking methods; soups, stocks, and sauces; knife skills; culinary math; and opportunities

to earn ServSafe and TIPS certifications. For more information or to register, please contact 413.552.2500

Notary Public • CWD 830 • 1 session

CRN 15079 SEC 64 Feb 15 S 9:00 a.m.-12:00 p.m.
CRN 15080 SEC 65 Mar 17 T 6:00 p.m.-9:00 p.m.

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

OSHA 10

CWD 863 • 2 sessions

CRN 15115 SEC 65 Mar 14-21 S 8:00 a.m.-1:00 p.m.
CRN 15134 SEC 66 Apr 7-14 T 9:00 a.m.-2:00 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

Project Management Certificate

CWD 181 • 11 sessions

CRN 15083 SEC 64 Feb 22-May 2 S 9:00 a.m.-1:15 p.m.
CRN 15084 SEC 65 Feb 11-May 5 T 6:00 p.m.-9:15 p.m.

This project management course and exam review along with our experienced PMP as the instructor will focus on relevant, real world project case studies to ensure practical application is attained and can be easily transferred to any project you are managing. Project management expertise means you have requisite knowledge and skill in leading and directing projects and project teams. Whether you are attending this course to learn more about project management, to enhance your current skill base or to sit for the PMP exam, you will gain a thorough understanding of how effective project management occurs which makes you a more marketable asset to employers. Textbooks: Recommended reading for this course is the PMP: Project Management Professional Exam Study Guide by Kim Heldman

(7th edition) which is available through most popular book sellers. **\$969**

Project Management Online

CERT 021

CRN 16139 SEC 51

Create your own program based on your personal professional needs from a variety of long course, short course, Certificate and Simulation options. All are aligned with the PMBOK® Guide and include interactive exercises, videos, real-world examples and case studies to help you apply newly learned concepts. Courses to prepare you for the PMP Exam are available as well. For more information or to register, go to <https://hcc.mindedgeonline.com/partner/courses/index.php> **\$999**

Public Safety Telecommunicator

SFTY 007 • 6.5 sessions

CRN 16237 SEC 51 Mar 10-Apr 16 TTh 5:00 p.m.-9:00 p.m.

Interested in a career in public safety? Telecommunicators the “lifeline” in emergency and crisis situations. Professionals need to understand basics of law, crimes and handling emergencies while multitasking between phones, radios and computer systems. The U.S. Department of Labor / Employment projects there will be 10,000 job openings for 911 Telecommunicators through 2026. This class will provide an introduction to the field of Telecommunicator, including incident command, NIMS and CPR. **\$629**

Preparation for the Real Estate Salesperson’s Licensing Exam

CWD 829 • 5 sessions

CRN 15078 SEC 64 Mar 7-Apr 4 S 8:00 a.m.-4:00 p.m.

This 40 hour instructional & prep course will help you gain the knowledge you need to successfully pass the licensing exam and start your career in real estate sales. We will review topics including: Property rights & ownership, ownership types: condominiums, cooperatives, time shares, land use - subdivision, contracts & deeds, financing & mortgages, brokerage, appraisal, Fair Housing Laws and consumer protection issues, Massachusetts License Law. Participants must attend all classes in order to meet 40 hours of training required by the state of MA. \$399 Books and other materials are purchased separately either in the HCC bookstore or online. We are using the MA Real Estate Principles & Practices book, edition 7.0.



HOME BUILDERS/REMODELERS OF MA COURSES

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

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

Building An Airtight Home
HBRA 003

Fall Prevention and Silica Safety
HBRA 004

Lead Safety Isn't Just About Lead Paint
HBRA 006

Avoiding Costly Construction Mistakes
HBRA 007

**Builders Introduction to HVAC Systems: Old &
New**
HBRA 008

Keeping Moisture Out & Flashing Techniques
HBRA 009

**Transition from 8th to 9th Edition of the Build-
ing Code**
HBRA 010

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



Casino Dealer
Gaming School
Now open!

See pages 9-10

For training opportunities for
jobs at MGM Springfield, go

to **mccti.org.**



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

ServSafe Prep. & Exam

CWD 026 • 2 sessions

CRN 15074	SEC 64	Feb 10-17	M	5:30 p.m.-9:30 p.m.
CRN 15131	SEC 67	Mar 16-23	M	5:30 p.m.-9:30 p.m.

Obtaining and maintaining your ServSafe Food Handling and Sanitation certification means you have the tools and knowledge you need to ensure your workplace meets industry standards for cleanliness along with proper safety requirements for food handling & preparation. Participants will receive a ServSafe Certificate and license directly from the National Restaurant Association (NRA). Price includes class hours and exam. Textbook (ServSafe Manager Book 7th Ed, English) not included but may be purchased from popular booksellers. \$109

ServSafe Prep. & Exam (Ware)

CWD 026 • 3 sessions

CRN 15155	SEC 68	Mar 3-17	T	3:30 p.m.-6:30 p.m.
CRN 15159	SEC 69	Apr 7-21	T	3:30 p.m.-6:30 p.m.

Obtaining and maintaining your ServSafe Food Handling and Sanitation certification means you have the tools and knowledge you need to ensure your workplace meets industry standards for cleanliness along with proper safety requirements for food handling & preparation. Participants will receive a ServSafe Certificate and license directly from the National Restaurant Association (NRA).

Price includes class hours and exam. Textbook (ServSafe Manager Book 7th Ed, English) not included but may be purchased from popular booksellers. This course will meet in Ware. \$109

ServSafe Renewal

CWD 815 • 1 session

CRN 15073	SEC 64	Mar 23	M	5:30 p.m.-9:30 p.m.
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ServSafe renewal of current certification and course: Participants will receive a ServSafe Certificate and license directly from the NRA. Price includes class hours and exam. Textbook (ServSafe Manager Book 6th Ed, English) not included but may be purchased from popular booksellers. Current ServSafe license must be shown to instructor to register for this course and exam. \$77

TIPS • CWD 451 • 1 session

CRN 15103	SEC 64	Feb 24-25	MT	5:30 p.m.-8:30 p.m.
CRN 15130	SEC 65	Apr 13-14	MT	5:30 p.m.-8:30 p.m.

Training and Intervention Procedures for Servers of alcohol. Earn an essential certificate for servers of alcoholic beverages. Improves service, reduces insurance costs. \$49

Testing & Test Preparation

HiSET Preparation (Holyoke)

TEST 001 • 26 sessions

CRN 15763	SEC 52	Feb 25-May 21	TTh	6:00 p.m.-8:30 p.m.
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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 us at 413.552.2500 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

TESTING SERVICES

ACT WorkKeys Exams

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

CASTLE Worldwide

Go to www.castleworldwide.com to register

Crane Institute of America (CIC)

Go to craneinstitute.com

Elaine Hébert-Dancik

Testing Center Coordinator
p: 413.552.2112 ehebertdancik@hcc.edu
f: 413.552.2745 testing@hcc.edu

GED

Go to ged.com

Get-College-Credit Exams

CLEP, DSST
Go to hcc.edu/testing to schedule your test appointment.

GRE and TOEFL

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

HiSET Testing (Formerly GED)

Contact 413.522.2292 or hset.ets.org to register

Kryterion

Go to www.kryteriononline.com to register

Law School Admissions Council

LSAC and MPRE
Go to www.lsac.org for registration information.

Pearson VUW

Contact the testing center to register or go to www.pearsonvue.com.

PSI/COMIRA

catsdoor04.com/cbt/online/login.jsp

ServSafe Exams

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

Distance Learning Proctored Exams

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

PERSONAL ENRICHMENT

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

Arts, Music and Dance	16	Languages	20
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Arts, Music and Dance

Beginning Digital Photography

ARTS 010 • 4 sessions

CRN 15031 SEC 51 Feb 5-26 W 6:15 p.m.-8:45 p.m.

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

Color Photography

ARTS 011 • 4 sessions

CRN 15032 SEC 51 Mar 4-25 T 6:15 p.m.-8:45 p.m.

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

Introduction to Painting with Acrylics

ARTS 055 • 7 sessions

CRN 16087 SEC 51 Feb 10-Mar 30 M 6:15 p.m.-9:15 p.m.

Learn to paint with acrylics, an easy and versatile medium. You can create paintings similar to watercolors or the old Masters' oils. You can even embrace a more modern aesthetic by adding more sculptural elements or by using

special effects medium. In the first class you will experiment with brush vs palette knife paintings and adding several mixing media. You will learn the importance of underpaintings. We will explore different techniques to get to your desired style. In following classes you will put use what you learned create 1 or 2 finished paintings. All levels welcome but class is geared to beginners. Materials are not included; expect to spend approximately \$100. Instructor: Melissa Pandina. No class February 17.
\$189

Introduction to Pastel

ARTS 058 • 7 sessions

CRN 16227 SEC 51 Apr 6-June 1 M 6:15 p.m.-9:15 p.m.

Did you love drawing with chalk as a child? Then this class is for you. Pastels are softer and more vibrant than your childhood chalk. Laying at the midpoint between drawing and painting, final pieces can be either emotive and painterly or detailed and realistic. In this class we will look at landscapes, portraits and still lifes as subjects. We will be discussing hard and soft pastels, pastel pencils, paper choices, fixatives and how to blend and use colors and different techniques to get different results. Come to play and get your hands dirty. Materials not included; expect to spend approximately \$100. Instructor: Melissa Pandina. No class April 20 and May 25.
\$189

Watercolor Journaling

ARTS 059 • 2 sessions

CRN 16228 SEC 51 Apr 11-18 S 10:00 a.m.-4:00 p.m.

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

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

CRN 15249 SEC 51 Jan 27-Mar 23 M 3:30 p.m.-6:00 p.m.

It's never too late to learn to play the piano! Learn key names, body/hand position, scales, chords, rhythmic values and note reading in a relaxed environment. Uncover a variety of musical styles, including 12 bar blues. Must have access to a piano or keyboard for practice of weekly assignment. "Play Piano Now" (#17193) published by Alfred, is available at music stores or on-line and needed for the first lesson. Upon registration, the instructor will contact you regarding a time slot. Instructor: Marie Meder.
 No Class on February 17
\$164

The Ukulele • EXPR 017 • 6 sessions

CRN 16229 SEC 51 Feb 11-Mar 17 T 6:00 p.m.-7:30 p.m.

The Ukulele is enjoying a world-wide renaissance in popularity. Come find out why! 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. Includes, tuning your own uke, playing basic chords, strumming and picking, and more. We will also explore the world of free resources that are available locally and online for Uke enthusiasts. This class is for frustrated guitarists, shower singers, steering wheel tappers and anyone else who dreams of playing music for fun. No music reading required! Students need to bring their own Ukulele which are available at most area music stores and on-line retailers. Any kind of Ukulele is suitable for this class. Instructor: Don Rovero.
\$94

Individual Voice Lessons

EXPR 025 • 7 sessions

CRN 15251 SEC 51 Feb 19-Apr 1 M 4:00 p.m.-6:15 p.m.

Whether beginner or a little more advanced, you'll learn the elementary concepts of singing, focusing on posture, relaxation and the use of the body to support the vocal tone. Be it singing in the shower, solos or in a chorus, regardless of

style or genre, you will learn the necessary basics, as well as gaining poise and confidence. No previous experience is necessary. Select either 4pm, 4:45pm, 5:30pm, or 6:15pm, 45 minutes lesson. Instructor: Rick Marcil.
\$199

Getting More Out of Ukulele: Advanced Workshop

EXPR 044 • 6 sessions

CRN 15728 SEC 51 Feb 11-Mar 17 T 7:30 p.m.-9:00 p.m.

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

Piano Lessons for Adults: Playing Popular Standards.

EXPR 046 • 8 sessions

CRN 15729 SEC 51 Feb 19-Apr 8 W 3:00 p.m.-4:00 p.m.

It's never too late to learn to play the piano. In no time you will be playing melodies and enjoying this beautiful instrument. No previous experience required. Must have access to a piano or keyboard for practice and text: Alfred's Basic Piano Chord Approach Lesson Book, Bk 1. Select either 3 p.m or 3:30 p.m. for 30 minutes lesson. Instructor: Richard Marcil.
\$164

Reading Music Made Easy

EXPR 047 • 6 sessions

CRN 15901 SEC 51 Feb 19-Mar 25 W 7:00 p.m.-8:00 p.m.

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

Puerto Rican Bomba

EXPR 048 • 4 sessions

CRN 15906 SEC 51 Apr 27-May 18 M 6:30 p.m.-7:30 p.m.

Bomba was born on the sugar plantations on the Island and is the mixture of African, Spanish and Taino cultures. The base rhythm is played by three or more drums. This percussion-driven musical tradition was a source of political and spiritual expression while the lyrics and rhythms conveyed happiness, faith, and suffering but also moved

them to dance and celebrate, helping them create community and identity. We'll discover the history of Bomba and the instruments used along with historical dress. In subsequent classes, we will learn various dances and become comfortable and adept at enjoying this cultural treasure. Instructor: Brendaliz Cepeda
\$59

Baking and Cooking

**HCC MGM Culinary Arts institute,
164 Race St, Holyoke, MA 01040**

Italian Classics: Back to Naples

FOOD 027 • 1 session

CRN 15892 SEC 51 Feb 28 F 6:00 p.m.-9:00 p.m.

Benevento! We'll begin creating a thick, robust Italian meat sauce slow cooked to perfection. Next, the sauce's companion will be gently handled, melt-in- your mouth meatballs using fresh ingredients made the classic way handed down for generations. Fresh handmade fettuccini pasta using an old-world Southern Neapolitana method (hand rolled) joins the party. Our chicken breast section will be prepared Pollo ala Parmigiana pan sautéed mated with fresh Parmesan and Fontina cheese. The side, Broccoli Rabe will be sautéed with fresh garlic slivers. Next, we'll create a Sicilian Salad marrying red onions, oranges, ripe olives, fennel and baby Arugula dressed with my special agave vinaigrette. Topping off the main event will be fresh Cannoli made with rich ricotta, heavy cream, and dark minced chocolate. Magnifico! Instructor: Chef Dino Diaz.
\$84

Boeuf Bourguignon: A French Classic

FOOD 028 • 1 session

CRN 15893 SEC 51 Mar 13 F 6:00 p.m.-9:00 p.m.

One of the most popular French dishes of all time! First, we'll gently braise the king of beef - TENDERLOIN - with a full bodied Red Beaujolais wine, and introduce baby carrots, pearl onions, and button mushrooms. We will create a demi-glaze sauce which will be accompanied by buttery whipped potatoes. This will be presented with my Supreme Salad made with Spinach, Watercress, Granny Smith apple slivers, red peeled seedless grapes, creamy blue cheese, crispy bacon, heirloom baby tomatoes, roasted pecans, and a Maple Apple Cider vinaigrette. For dessert, we will create my classic signature Chocolate Soufflé with Chantilly Cream and Raspberry Coulis. Enjoy! Instructor: Chef Dino Diaz.
\$84

Salmon Three Ways

FOOD 029 • 1 session

CRN 15894 SEC 51 Apr 24 F 6:00 p.m.-9:00 p.m.

First up, Salmon with Homemade Pesto ala Genovese incorporating minced garlic, European pine nuts, fresh basil, Parmigiano-Reggiano and with Pecorino Sardo, virgin olive oil and lemon juice. As a follow-up, my Salmon with Citrus Soy Glaze includes fresh medley of orange, lemon, and lime juice, garlic, marmalade, soy sauce and rice wine vinegar. The finale, a Bold-Blackened Salmon with Homemade Cajun Rub using a unique blend of spices. All will be accompanied by Milan inspired Fresh Spring Asparagus Risotto ala Melanese, with saffron using baby asparagus. The finish - refreshing New York Style Lemon Cheesecake... a creamy, cool, soft slice of sweet and tart. The perfect marriage! Instructor: Chef Dino Diaz.
\$84

Show Stopper Starters (Appetizers)

FOOD 030 • 1 session

CRN 15895 SEC 51 May 8 F 6:00 p.m.-9:00 p.m.

Let me bring smiles to the faces at your next get together! Seared Scallops with Orange Tarragon Beurre Blanc garnished with maple glazed shoestring carrots and micro-greens are over-the- top. My most popular starter, Stuffed Mushrooms ala Dino are "to die for". We'll fill the caps with various types of minced mushrooms sautéed with maple infused sausage, tarragon, shallots, slivers of Black Forest ham and mini French bread cubes finished with parsley and Gouda cheese. Tenderloin Crostini are made with sliced French Baguettes drizzled with soft Gorgonzola or zesty horseradish cream rosettes and completed with a garnishing of homemade roasted red peppers. The grand finale includes my special Artichoke Hearts ala Franchise. Our stars are sautéed to a golden perfection and sauced with a lemon butter, white wine sauce and pancetta. Come hungry my friend. Instructor: Chef Dino Diaz.
\$84

Visit to Asia: A Light & Refreshing Journey • FOOD 035 • 1 session

CRN 16259 SEC 51 May 1 F 6:00 p.m.-9:00 p.m.

This Asian menu is not only delicious but it's also dairy-free! A variety of seasonal vegetables are coated with a delicious lighter than air tempura batter and fried until crisp. You'll then prepare a bold garlic-vinegar sauce for dipping! Next, refreshing summer rolls are then skillfully filled with heaps of plump shrimp, fresh mint, shaved vegetables, and light rice noodles which are then carefully wrapped and ready for dipping in our spicy-tangy chili-enhanced, peanut sauce. For dessert, both gluten and dairy free, coconut panna cotta is a true "star of the show". Lightly sweetened and with just enough structure to

PERSONAL ENRICHMENT

make it stand, this dessert is cool, soft and luxurious. Instructor: Chef Tracey Carter. **\$84**

Small Plates: It's Tapas Night!

FOOD 036 • 1 session

CRN 16251 SEC 51 Feb 21 F 6:00 p.m.-9:00 p.m.

Spanish tapas are traditional small plates meant to be shared. Our tapas menu includes slightly charred and blistered, Shishito Peppers. Papas Fritas simply translates to French Fries. This Spanish version is creamy in the middle and super crispy on the outside. Both are served with a bold Garlic Aioli. Along in harmony, next up are Albonigas which are Spanish meatballs. These tender little spheres are served with a garlic tomato sauce. To finish the night, we will be creating and serving light and crispy churros dusted in cinnamon sugar goodness. Instructor: Chef Tracey Carter.

\$84

Flavors of Argentina: Grilled Churrasco & Crispy Smashed Potatoes • FOOD 037 • 1 session

CRN 16252 SEC 51 Mar 6 F 6:00 p.m.-9:00 p.m.

Argentina is world famous for their delectable beef and chimichurri. Chimichurri is a bright and herby condiment that is good on just about anything. Tonight, we are pairing it with a grilled skirt steak and roasted, crispy, smashed potatoes. For our fantastic finish, we'll be creating the ultimate comfort dessert, warm rice pudding - the perfect blend of sweet, creamy and a hint of spice. Instructor: Chef Tracey Carter.

\$84

Petit Fours Glaces & European Macaroons • FOOD 039 • 1 session

CRN 16079 SEC 51 Apr 9 Th 6:00 p.m.-9:00 p.m.

These tiny confectionary, mouthwatering morsels can be consumed in one or two bites. The term Petit Four when translated means, "little oven". Give your gathering or Sunday brunch an elegant twist! Learn how to make the two most popular French petit fours; a glacé: a traditional pound cake layered with sweet jam and buttercream frosting, coated in a glacé fondant icing, and two almond meringue cookie sandwiches (macaroons) filled with sweet jams or other flavored fillings. These staples of 19th Century tea parties are still wildly popular today. Instructor: Maria Pas Moreno-Contreras

\$84

The Decadent Ganache Torte

FOOD 040 • 1 session

CRN 16080 SEC 51 May 14 Th 6:00 p.m.-9:00 p.m.

Rich. Decadent. Intense. Total bliss for chocolate lovers. Learn to make this traditional European style Torte. From the delicious chocolate

Genoise cake, to the creamy, rich, chocolate filling, and classic piping techniques, this pastry is sure to be a show stopping center piece for any holiday table. You'll also learn how to bring berries, sauces or compote to the party that harmonize with the richness of this luscious dessert. Instructor: Maria Pas Moreno Contreras.

\$84

Contemporary Chiffon Layer Cake

FOOD 041 • 1 session

CRN 16081 SEC 51 May 28 F 6:00 p.m.-9:00 p.m.

Refreshing light, moist, satisfying and oh so beautiful! Master the skills needed to create a traditional orange chiffon cake, layered between a silky smooth white chocolate Bavarian cream. With your finished cake, you'll be introduced to the very popular technique of mirror glazing. The finished culinary creation will amaze and astonish your friends, believing you just stopped at NY's hottest new upscale pastry shop. Instructor: Maria Pas Moreno Contreras.

\$84

Asian Take Out at Home: Healthy Meets Delicious

FOOD 042 • 1 session

CRN 16103 SEC 51 Jan 24 F 6:00 p.m.-9:00 p.m.

We give General Tso's chicken the perfect culinary makeover with our special homemade marinade, crisp coating, and a superior version of a sweet and sour glaze. This sublime, balanced sauce has plenty of vinegary kick to balance out the cloying sweetness found in most restaurant versions today. Smashing cucumbers is a traditional Chinese technique. The chilled cracked cucumbers have a perfectly cool, crunchy, watery mouth feel. We'll toss them in a mixture of sesame oil and tingy Sichuan peppercorns to really turn up the volume. And no take out order would be complete without fried rice. Our version is prepared with heart healthy coconut oil, a blend of seasonings and nutty fried garlic. Instructor: Chef Tracy Carter.

\$84

Uptown Italian Comfort: Pork Chop Scarpellio, Cream Polenta & Lemon Semolina Cake

FOOD 043 • 1 session

CRN 16104 SEC 51 Feb 7 F 6:00 p.m.-9:00 p.m.

This is our fresh, up-town take on the classic Italian-American dish. Double Bone in pork chops are pan roasted and paired with a punchy sauce made from the pan drippings, Italian sausage and spicy cherry peppers. It is served with slow cooked creamy polenta that balances these bold flavors. And to finish off the meal, we are serving a luscious and crave worthy lemon semolina cake. Instructor: Chef Tracy Carter.

\$84

Delightful Southern Charm: Fried Green Tomatoes, Shrimp & Cheesy Grits, Cornbread with Honey Butter

FOOD 044 • 1 session

CRN 16179 SEC 51 Mar 20 F 6:00 p.m.-9:00 p.m.

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

\$84

A Night in Thailand

FOOD 048 • 1 session

CRN 16253 SEC 51 Apr 3 F 6:00 p.m.-9:00 p.m.

This night, we are visiting Thailand, where the specialty is lightly prepared dishes with strong aromatic components and a spicy edge. Our Green Papaya Salad is a joining of thinly sliced green papaya and fresh vegetables then tossed with a punchy lime vinaigrette for a cool and refreshing experience. Chef Tracy's Thai Grilled Chicken will first be marinated in garlic, lemongrass, and other Thai aromatics before being grilled whole over an open flame. To finish it off, we will prepare Sweet Coconut Sticky Rice with Ripe Mango. A trip you'll never forget! Instructor: Chef Tracey Carter.

\$84

Stroll Middle East Markets

FOOD 049 • 1 session

CRN 16258 SEC 51 Apr 17 F 6:00 p.m.-9:00 p.m.

Our journey takes us to some of the best dishes in this region. Freshly fried Falafel paired with a creamy Tahini sauce is always a major vegetarian hit! Bright and lemony Tabouli Salad is packed with fresh herbs and ripe tomatoes. For dessert, we'll bake layers of ultra crisp phyllo dough layered with chopped nuts and drizzled with decadent honey. Instructor: Chef Tracey Carter.

\$84

Health and Fitness

Open Fitness • HLTH 001

CRN 15357 SEC 51 Jan 2-May 31 Sat Sun 8:00 a.m.-1:00 p.m.

Jan 2-May 31MTWThF 6:00 a.m.-9:00 p.m.

Enrollment provides you with Mon-Sun access to HCC's fitness center which includes more than 65 pieces of state-of-the-art strength and

cardiovascular equipment. Workout around your schedule and renew your commitment to great health! Includes: Body Masters Selectorized Circuit Training Equipment, Stairmaster stepmills, the latest in sophisticated plate loaded and weight equipment, Concept 2 rowing ergometers, Stairmaster Freeclimbers, Precor upright and recumbent bikes, Stairmaster and Woodway treadmills among many others. Open Fitness orientation Thursday, January 2nd at 6pm at the Bartley Center.
\$99

Introduction to Qigong/Tai Chi

HLTH 006 • 8 sessions

CRN 15360	SEC 51	Mar 18-May 6	W	6:15 p.m.-7:15 p.m.
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Practiced the world over by millions 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 and ultimately how it can change your life. Please wear comfortable clothing and clean shoes. Instructor: Makani Freitas.
\$99

Pilates Bodies

HLTH 009 • 14 sessions

CRN 15361	SEC 51	Jan 28-May 5	T	5:15 p.m.-6:15 p.m.
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CRN 15363	SEC 52	Jan 28-May 5	T	5:15 p.m.-6:15 p.m.
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(Bartley Center Members only)

This multilevel course is a total body workout on a mat that develops core strength, muscle flexibility and muscle balance. Pilates is appropriate for most people with varying levels of fitness. Strength, stabilization, flexibility, range of motion, body alignment & balance are goals of this class. Class takes place in a gently lit studio room with soft background music to assist with your concentration. Modifications will be taught and the workout intensity can be easily adjusted to accommodate all levels of fitness. Bring a small towel to class. Instructor: Mary Shelasky. No class on March 3.

Sec 51 \$129

Sec 52 \$69

Quick Step into Fitness

HLTH 010 • 14 sessions

CRN 15362	SEC 51	Jan 28-May 5	T	4:30 p.m.-5:00 p.m.
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CRN 15364	SEC 52	Jan 28-May 5	T	4:30 p.m.-5:00 p.m.
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(Bartley Center Members only)

Looking for a quick fun way to burn some calories, get your heart rate up and increase your metabolism? Try "Quick" Step aerobics. This class will warm you up, get your heart pumping and cool you down all in a very quick 30 minutes. You'll get your workout done and be on your way in no time flat. Although the step routines are basic and easy to follow, the intensity increases throughout the class period. Repetition will help

beginners stay in their comfort zone. Instructor: Mary Shelasky.
 No class March 3.

Sec 51 \$74

Sec 52 \$39

HeartSaver CPR AED Course

(2-year Completion Card) (HCC)

HLTH 032 • 1 session

CRN 15353	SEC 51	Apr 25	S	9:00 a.m.-12:00 p.m.
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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. Class scheduled at Holyoke Community College. Text included. Instructor: Kim Webb.

\$65

American Heart Association

HeartSaver First Aid Course

(2-year Completion Card) (HCC)

HLTH 033 • 1 session

CRN 15704	SEC 51	Apr 25	S	12:00 p.m.-3:00 p.m.
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Learn critical skills to respond to and manage an emergency in the first few minutes until emergency medical services (EMS) arrives.

Includes:

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

Successful students receive a course completion card valid for two years. The class scheduled at Holyoke Community College. Text included. Instructor: Kim Webb.

\$65

YoChi • HLTH 056 • 5 sessions

CRN 15907	SEC 51	Jan 31-Mar 13	F	4:45 p.m.-5:30 p.m.
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CRN 15908	SEC 52	Jan 31-Mar 13	F	4:45 p.m.-5:30 p.m.
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(Bartley Center Members only)

CRN 16030	SEC 53	Apr 10-May 8	F	4:45 p.m.-5:30 p.m.
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CRN 16031	SEC 54	Apr 10-May 8	F	4:45 p.m.-5:30 p.m.
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(Bartley Center Members only)

This fusion of standing and floor based yoga postures with slow, flowing movements gives you the strength and stability of yoga, the balance and mobility of Tai Chi, and the added benefits of mind/body programming which enhances calmness and reduces stress throughout our bodies. The class format cycles these 2 disciplines

in 5 minute sections throughout the class.

Instructor: Mary Shelasky. No class February 28 and March 6.

Sec 51 or 53 \$34

Sec 52 or 54 \$19

Breath-Body-Mind

HLTH 059 • 5 sessions

CRN 16236	SEC 51	Mar 3-31	T	6:00 p.m.-7:30 p.m.
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Learn simple techniques to reduce stress and anxiety, enhance concentration, and balance your emotions. Breath-Body-Mind practices will reacquaint your nervous system with a balance unrealized before this class. Allow yourself a more focused life, generating energy, enhancing coping skills, and good health. You will learn awareness of how your breath can agitate or comfort you. Learn how proper breathing releases just the right hormones keeping the body and mind operating optimally. You will learn how trauma and emotional stress are maintained when breathing is not done properly. The way you breathe is connected to the way you feel, whether it is chronic pain, panic attacks, asthma, sinus issues, depression, heart disease, high blood pressure, mood swings, headaches, COPD, PTSD, etc. You will learn how improper breathing can cause a "fight or flight" response to stressful situations. Also, you will learn how to stay calm when under stress through proper breath. Take Breath-Body-Mind to improve your health and your life.

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

\$80

Advanced RAD Training

SFTY 006 • 5 sessions

CRN 16238	SEC 51	Mar 16-Apr 13	M	6:15 p.m.-8:15 p.m.
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Program includes lecture, discussion and self-defense techniques suitable for women of all ages and abilities. The cornerstone of R.A.D. Training, this course has its foundations in education and awareness. This Advanced program builds on techniques and strategies from the Basic class and covers additional prone defense strategies, multiple subject encounters, and even low and diffused light simulation exercises. No pre-requisite. Instructor: Kellie Cournoyer.

\$35

RAD Kids • SFTY 008 • 2 sessions

CRN 16239	SEC 51	Feb 15-22	S	9:00 a.m.-3:00 p.m.
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Replacing fear with knowledge, skills, and power, by enhancing a child's critical thinking abilities and physical resistance skills. It is part of the RADKids mission statement. Parents should provide lunch for their children. HCC supplies water and snacks. Instructors: Kelly Cournoyer-Cronk and Maggie Brown.

\$75

PERSONAL ENRICHMENT

Aerosol/Basic

SFTY 009 • 4 sessions

CRN 16240 SEC 51 Apr 16-May 7 Th 6:15 p.m.-8:15 p.m.

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

\$35

Home and Garden

Residential Interior Design 1

HOME 002 • 7 sessions

CRN 16232 SEC 51 Feb 26-Apr 8 W 6:00 p.m.-8:00 p.m.

Learn the methods professionals use to design and decorate residential environments and how they make it special. Beginning with design theory, follow the steps of designing a room from beginning to end, complete with field trips to illustrate ideas. Topics include: color, style, materials, wall and floor coverings, window treatments accessories, lighting, and furnishings trends. You'll plan and execute residential interior design projects with confidence.

Instructor: JoAnn Duza-Athas.

\$179

Residential Interior Design 2

HOME 003 • 7 sessions

CRN 16233 SEC 51 Apr 15-May 27 W 6:00 p.m.-8:00 p.m.

Learn to create and build an entire design board complete with colors, samples, and accessories. Integrate a room's separate elements into one cohesive style. Learn color wheel basics along with color and spatial relationships, and how these relationships can be used to create a variety of different environments. Instructor: JoAnn Duza-Athas.

\$179

Dry Stone Wall Construction

HOME 009 • 1 session

CRN 15374 SEC 51 May 2 S 9:30 a.m.-4:00 p.m.

Learn techniques and secrets of beautiful mortar-less field dry stone walls. 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 gloves, eye protection, lunch and beverage, landscaper, masons and do it yourself courage. Noted stonemason Kenn Kaminski has worked on projects throughout the U.S. and Europe. Class

meets at the tennis courts at Stanley Park in Westfield.

\$149

Languages

Conversational French 1

LANG 005 • 7 sessions

CRN 15713 SEC 51 Feb 27-Apr 9 Th 6:00 p.m.-8:00 p.m.

Introduction to the French culture via fun conversations. The goal of the class is to cover different topics such as introducing yourself, talking about your family, making arrangement for a trip... The first building blocks needed for achieving proficiency in the French language will be emphasized. We'll also review culture, customs and French influence around the world. Gain more confidence in conversing in French. Instructor: Ingrid Vega.

\$179

Conversational French 2

LANG 006 • 7 sessions

CRN 15714 SEC 51 Apr 16-May 28 Th 6:00 p.m.-8:00 p.m.

Introduction to the French culture via fun conversations. The goal of the class is to emphasize the ability of each student to discuss topics such as holidays, services and travel using everyday expressions. The class will prepare you with the basic foundation for a safe and fun "sejour" in France or other francophone countries. At the end of the course, you will have a better understanding of the French culture and will be more confident in conversing in French. Suggested prerequisite: a basic knowledge in French grammar. Instructor: Ingrid Vega.

\$179

Conversational Polish 1

LANG 007 • 7 sessions

CRN 16234 SEC 51 Feb 12-Mar 25 W 6:00 p.m.-8:00 p.m.

An introduction covering the first building blocks needed for achieving proficiency in speaking and understanding Polish including a review of Polish culture, customs, history, and Polish influences throughout the world. You'll finish the workshop having had some degree of success in conversing in Polish. Instructor: Bozena Jaworowski.

\$179

Conversational Polish 2

LANG 044 • 7 sessions

CRN 16235 SEC 51 Apr 1-May 13 W 6:00 p.m.-8:00 p.m.

Build upon key sounds, vocabulary, and phrases. Use everyday expressions: discuss topics such as shopping, holidays and travel and making arrangements while having fun in the process. Instructor: Bozena Jaworowski.

\$179

Basic Conversational Spanish 1

LANG 008 • 7 sessions

CRN 15721 SEC 51 Feb 25-Apr 7 T 6:00 p.m.-8:00 p.m.

An introduction to basic Spanish language. Covering words, phrases, asking questions and providing answers. The first building blocks needed for achieving proficiency will be emphasized. Finish the workshop having some confidence in speaking Spanish.

\$179

Basic Conversational Russian 1

LANG 010 • 7 sessions

CRN 16131 SEC 51 Mar 16-May 4 M 6:00 p.m.-8:00 p.m.

An introduction to basic Russian 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 Russian. Instructor: Olesya Lebedinskaya

No class April 20.

\$179

Spanish for Human Service

Professionals • LANG 011 • 10 sessions

CRN 15896 SEC 51 Feb 19-Apr 29 W 6:00 p.m.-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 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. Text book included.

\$284

Introduction to the Fascinating

World of China • LANG 052 • 4 sessions

CRN 16267 SEC 51 Apr 7-30 TTh 6:00 p.m.-7:30 p.m.

An introduction to the fascinating world of China through the Mandarin language and an emphasis on cultural components. The focus is to begin building a fundamental understanding of the spoken language while touching upon the formation of written characters. There will also be an incorporation of Chinese culture, with first-hand exposure to authentic cuisine, calligraphy, and the arts. Instructor: Bryant O'Connor.

\$179

Lifelong Learners (55+)

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

CRN 15710 SEC 51 Apr 9 Th 1:00 p.m.-4:00 p.m.

Gain an understanding of memory, dementia and Alzheimer's from many different angles, through discussion, case studies, and film clips: The different types, the warning signs, treatment and caregiving, role of mental stimulation, dealing with mild-impairment, and the difference between dementia and normal aging. Become a more relaxed relative, friend, spouse and child as you encounter these diseases in friends and loved ones. Instructor: Beth Cardillo, M.Ed. LSW, has worked with senior living communities for over 15 years and implemented the first Dementia Friendly Community in the nation.
\$29

Playing a Hand of Bridge: Intermediate Level

LIFE 034 • 9 sessions

CRN 15923 SEC 51 Feb 3-Apr 6 M 7:00 p.m.-9:00 p.m.

Bridge is fun. And, there are rich social, and cognitive benefits to playing this marvelous game. Focus in this course is on the play of the hand. Topics include developing tricks, finessing, trumping, discarding, managing the trump suit, and more. Additional bidding techniques are included. Students need to have at least a basic knowledge of bridge. This is a non-wagering activity. Text is included. Instructor: George Abbott, Ph.D. (ACBL-Accredited Bridge Teacher). No class February 17.
\$104

Money and Investment

Retirement Planning Today MONY 009 • 2 sessions

CRN 15402 SEC 51 Mar 3-10 T 6:00 p.m.-9:00 p.m.

Will you be financially ready to retire at the age you're planning? If you haven't started planning, how do you begin the process? In this comprehensive retirement planning course, learn strategies on how to: create your own goals for a successful retirement; plan your retirement income to preserve a comfortable standard of living; transfer the risk of potential losses before and during retirement; remain financially flexible during retirement; reduce or eliminate taxes, expenses, delays and legal challenges with estate planning. Christopher E DiStefano, Certified Financial Practitioner, CLTC, has been presenting educational retirement planning courses at various colleges, universities, and businesses for

the past 15 years. Program includes free Text/Reference Guide and Personal Financial Fact Finder. Non-credit tuition includes couples.
\$75

Save Money with Extreme Couponing MONY 059 • 1 session

CRN 16264 SEC 51 Apr 23 T 5:00 p.m.-6:00 p.m.

Learn how to save \$\$\$ every day with extreme couponing. Coupons are NOT just for groceries. The savings can add up to HUNDREDS or even THOUSANDS of dollars every year. This comprehensive workshop will teach you:
* where to find all different types of coupons, even for high ticket items
* how to find the best coupon apps and websites
* how to match coupons with sales for maximum savings
* the best way to sort and store coupons
* how to find other people to trade coupons and merchandise with
Feel free to bring your coupons to class for a trading session. This workshop is taught by someone who has used many couponing secrets to save thousands. Instructor: LeAnne Krusemark.
\$40

Earn Extra Money with a Mystery Shopping Business MONY 060 • 1 session

CRN 16265 SEC 51 Apr 23 T 6:00 p.m.-7:00 p.m.

Have you ever wanted to become a Secret Mystery Shopper? Have you seen ads telling you how to become a shopper, but only if you send them a lot of money? You do not have to pay to begin your new career in this exciting field. You will learn how to start your business endeavor (participants must attend "Explore 250 Legitimate Home Based Business Ideas) and you will also learn how to:
* create a mystery shopping profile
* sign up with many mystery shopping companies WITHOUT FEES!
* avoid the pitfalls and scams
* become a Merchandiser too for extra income
With a few simple steps, you can start Mystery Shopping today! Instructor: LeeAnne Krusemark.
\$40

Social Security Income Enhancing Strategies • MONY 062 • 1 session

CRN 15404 SEC 51 Apr 25 S 9:30 a.m.-11:30 a.m.

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

informed decisions. Workbook included.
Instructor: Susan Allen.
\$49

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

CRN 15926 SEC 51 Mar 9-16 M 6:00 p.m.-8:30 p.m.

Learn about what makes up a strong financial foundation, how to create and set goals for retirement using time tested principals of sound investing. We'll discuss expected and unexpected financial risks and options to mitigate them. What impact can taxes have on your retirement savings and what makes a tax efficient strategy? Learn from Registered Financial Advisor Jeff Still about converting your retirement savings into an income once the paychecks stop.
\$49

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

CRN 16241 SEC 52 Apr 6-13 M 6:00 p.m.-8:30 p.m.

Learn about what makes up a strong financial foundation, how to create and set goals for retirement using time tested principals of sound investing. We'll discuss expected and unexpected financial risks and options to mitigate them. What impact can taxes have on your retirement savings and what makes a tax efficient strategy? Learn from Registered Financial Advisor Jeff Still about converting your retirement savings into an income once the paychecks stop. Instructor: Jeffrey Still.
The class scheduled in E2E: Quaboag Region Workforce and Training Center, 79 Main Street, Ware, AM 01082
\$49

Protecting Your Financial Nest Egg a class for Seniors & Retirees (HCC) MONY 072 • 2 sessions

CRN 16249 SEC 51 Mar 23-30 M 6:00 p.m.-8:30 p.m.

Protecting your retirement nest egg a class for Seniors and Retirees. The topics will include:
• What's the best way to access your money in retirement?
• How can you be sure that you won't outlive your assets?
• How will you pass your assets to your heirs?
• What will happen if you or your spouse need long term care and how will that change your financial picture?
• Who will you rely on for information?
• The ten most common mistakes made in estate planning
Instructor: Jeffrey Still
\$49

PERSONAL ENRICHMENT

Protecting Your Financial Nest Egg a class for Seniors & Retirees (Ware) MONY 072 • 2 sessions

CRN 16250 SEC 52 Apr 27-May 4 M
6:00 p.m.-8:30 p.m.

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

- What's the best way to access your money in retirement?
 - How can you be sure that you won't outlive your assets?
 - How will you pass your assets to your heirs?
 - What will happen if you or your spouse need long term care and how will that change your financial picture?
 - Who will you rely on for information?
 - The ten most common mistakes made in estate planning
- Instructor: Jeffrey Still
The class scheduled in E2E: Quaboag Region Workforce and Training Center, 79 Main Street, Ware, MA 01082

\$49

Elder Law & Estate Planning: What You Need to Know

LEGL 004 • 3 sessions

CRN 15396 SEC 51 May 4-18 M
6:00 p.m.-8:00 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. Session One: The will, health care proxy, advance directive, durable power of attorney and homestead will be discussed in detail. Also reviewed will be the guardianship and conservatorship process, and the court proceedings required when the proper documents were not prepared before the loss of mental capacity. Covers the different types of trusts and the reasons for creating each kind of trust, for example, the revocable, so-called living trust; and, the supplemental needs trust. The probate court process from start to finish and how to determine which assets, if any, need to go through probate court. Session Three: The importance of skilled nursing care,

long term care insurance, life estate deeds, supplemental needs trusts, income only irrevocable trusts, and Medicaid planning and applications will be discussed.
\$99

Outdoors and Leisure

Stargazing: Introduction to the Night Sky • LEIS 006

• 6 sessions

CRN 15909 SEC 51 Apr 22-May 27 W
6:00 p.m.-8:00 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. Instructor: Thomas Schieding.
\$149

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FREE/SUBSIDIZED CLASSES FOR UNEMPLOYED & UNDEREMPLOYED

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

CULINARY & HOSPITALITY/ESOL

Training in job skills and language skills for individuals whose first language is not English.

JOB READINESS & TRAINING

A free program that offers you support from job prep to placement.

JUMP START

Short-term training programs and job placement.

LINE COOK TRAINING

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

NURSE AIDE/HOME HEALTH AIDE/ESOL

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

SNAP PATH TO WORK

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

HOSPITALITY (HOTEL)

INFORMATION TECHNOLOGY

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



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Michele Cabral, Executive Director of Community Services
 Holyoke Community College, Kittredge Center 221,
 303 Homestead Ave., Holyoke, MA 01040
 Or email: mcabral@hcc.edu

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 FOR BUSINESS AND
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 HOLYOKE COMMUNITY COLLEGE



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 or visit us online at hcc.edu/conference

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MANAGEMENT

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

LEADERSHIP SERIES

JOB ORIENTED

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

CAREER FOCUSED

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

HEALTHCARE

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

HOSPITALITY

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

COMPUTERS

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



SAFETY

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

OTHER

- Hypnosis (advanced) Intensive Certification

For more information, please call 413.552.2500 or visit us online at hcc.edu/bce.

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

ADULT BASIC EDUCATION

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

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

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

In Ludlow:

Ludlow Area Adult Learning Center (LAALC)

54 Winsor St.

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

Contact: 413.583.0320

In Downtown Holyoke:

Picknelly Adult and Family Education Center (PAFEC)

206 Maple St., next to the bus station.

- **HiSet/GED** test preparation classes – Free and low-cost.
- **HiSet** self-paced 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/GED** self-paced test preparation classes.
- Computer classes in English and Spanish.

Contact: 413.552.2939, sschmidt@hcc.edu

HCC Main Campus in Holyoke:

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

- **ESOL** ESL Level 1 – Free. ESL advanced levels – financial aid available.
- **Transition** to college and careers – Free.

Contacts:

HiSet/GED Testing: 413.552.2112, ehebertdancik@hcc.edu

ESL: 413.552.2553, gmonero@hcc.edu

Transition: 413.552.2728, mtroppe@hcc.edu

In Springfield:

Springfield Adult Learning Center (SALC)

One Armory Square, Building 27, 1st floor.

- **HiSet/GED** test preparation classes.

• **ESOL** classes – Free.

Contact: 413.755.4300



SUCCEED



We want you to have a successful start to your college career.

That's why we have so many programs and services designed to make your first year experience the best it can be. Think of them collectively as your college toolkit, with all the resources you need to succeed brilliantly.

What's included?

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

There's a place for you at HCC.

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

I have become a version of myself I didn't know existed, because of the amazing **encouragement** and **opportunities** I have received as a student at Holyoke Community College.

— Jeffrey Anderson-Burgos '15
Liberal Arts, Sociology



SUCCEED

LEARN

START WITH SUCCESS

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




Ready for a challenge?

HONORS

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

LEARNING COMMUNITIES

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



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

— Tameika Heathman
Psychology

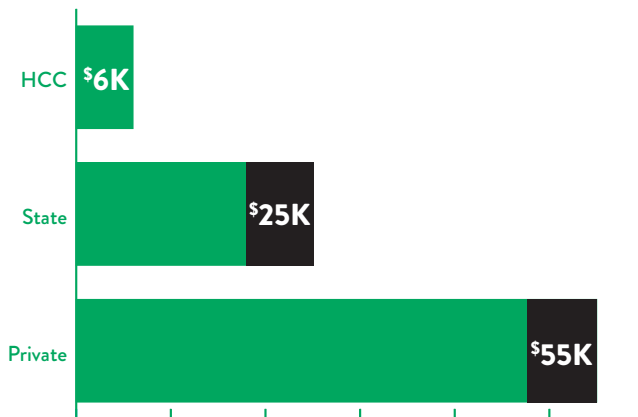
WELCOME

DREAM



How much will it cost?

Do the math.

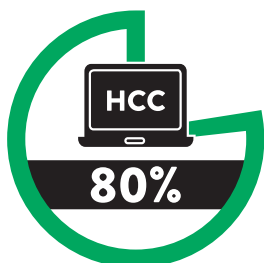


BEYOND THE CLASSROOM

50+ STUDENT CLUBS and organizations
WEEKLY EVENTS, speakers, and entertainment
WRITE for the college newspaper • **SPEAK UP** as part of HCC’s student government • **GET FIT** at the David M. Bartley Center for Athletics and Recreation (HCC’s health club, free to students!) • Lift weights, jump on a cardio machine, or take a Zumba class • **JOIN A TEAM** – HCC boasts award-winning NCJAA Division III athletic program, choose from baseball, soccer, volleyball, basketball, or golf!

Online Friendly

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



TRANSFER

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

HCC Students Go Places

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

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

HOLYOKE COMMUNITY COLLEGE

DEGREES & CERTIFICATES

DEGREES

Degrees can be completed in as little as two years full time, or part time at a pace that suits you. It is challenging to complete most degree programs in two years, and some students opt to take slightly longer, especially if they have work or family responsibilities. Degrees prepare you for a career or transfer to a four-year college or university. They require completion of at least 60 credits, usually combining specific major-related courses with a choice of electives.

Accounting
Administrative Professional Studies
Applied Technology
Banking
Biology
Biotechnology
Business Administration
Chemistry
Clean Energy
Communication, Media and Theater Arts
Communication
Computer Information Security and Assurance
Computer User Support
Creative Writing
Criminal Justice
Deaf Studies
Early Childhood
Electronic Media
Elementary Education

Engineering
Engineering Science
Entrepreneurship
Environmental Science
Foodservice Management
Forensic Science
Foundations Of Health
Gender and Women's Studies
General Integrated Studies
Graphics
Health, Fitness and Nutrition
Hospitality Management
Human Resource Management
Human Services
Information Technology Management
Liberal Arts and Science
Marketing Management
Mathematics
Music
Natural Resources Studies

Nursing
Nutrition and Food
Paralegal
Photography
Physics
Pre-Veterinary and Animal Science
Programming
Psychology
Radiologic Technology
Retail Management
Secondary Education
Sociology
Sport Management
Sustainability Studies
Sustainable Agriculture
Theater
University Without Walls
Veterinary Technician
Visual Art

CERTIFICATES

Certificates, both credit and non-credit, as well as professional training programs, can be completed in as few as two semesters full time, or part time at a pace that is best for you. They often require the completion of nine or more related courses and are designed to provide expertise in a particular field so you can launch a new career, strengthen current skills or pursue an interest.

Accounting Systems
Addiction Studies
Administrative Professional Studies
Clean Energy*
Coaching
Computer Information Security and Assurance Management
Computer Information Security and Assurance Technical Specialist
Computer Networking
Culinary Arts
Day Care Administration
Deaf Studies
Developmental Disabilities
Direct Support
Electronic Media
Entrepreneurship
Firefighter Fitness Trainer
Forensic Science
Geothermal Energy
Graphic Design

Group Exercise Leader
Health and Fitness Management
Health and Fitness Specialist
Healthy Living Coaching
Hospitality Management
Human Resource Management
Human Services
Law Enforcement
Medical Assistant
Medical Billing
Music Performance
Personal Trainer/Fitness Counselor
Practical Nursing
Professional Customer Service
Retail Management
Solar Energy
Strength and Conditioning Specialist
Supervision and Leadership in the Helping Professions
Sustainability Studies

Wind Energy
Non-credit certificates
Certified Nursing Assistant (CNA)
Cisco Network Certification
Microsoft Office Certification
National Career Readiness
Non Profit Management
Project Management
ServSafe Certification
Training programs
Commercial Drivers License
Customer Service / Office Skills
Direct Support Associate
Emergency Medical Technician (EMT)
Grant Writing and Management
Medical Office Worker
Pharmacy Technician
Preschool Worker

DEGREES & CERTIFICATES

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- Cultural Diversity • Industry Specific Technical Training
- Customized Business Academy

For more information contact:

Sharon Grundel, M.Ed.
sgrundel@twoworks.org
413.552.2316
(Healthcare, Non-profits,
Government Services,
Sustainability)

Tracye Whitfield, M.S.
twhitfield@twoworks.org
413.552.2059
(Culinary, Hospitality,
Financial Services,
Manufacturing)

TWO is a one-of-a-kind collaboration between Holyoke Community College and Springfield Technical Community College that provides affordable custom contract training for your organization.



Prepare for a New Career in a Growing Industry

The Cannabis Education Center provides skilled workforce training to prepare our students for lucrative careers in the cannabis industry, public education events around opportunities and entrepreneurship, and social

Patient Advocate/Bud Tender

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

Cannabis Cultivation Assistant

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

Cannabis Extraction Technician Assistant

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

Cannabis Culinary Assistant

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

equity training through the state's Cannabis Control Commission's program.

ABOUT THE CANNABIS EDUCATION CENTER

The Cannabis Education Center is a partnership between Holyoke Community College and the Cannabis Community Care & Research Network (C3RN) to create an innovative learning space for those interested in joining the cannabis workforce as an employee or entrepreneur.

For more information visit cannabiseducationcenter.org

ENROLLMENT FORM

QUESTIONS?

hcc.edu/bce
413.552.2500
413.552.2123

NOTE:

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

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

How'd you hear about us?

Please check all that apply.

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

About you:

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

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

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

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

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

Signature: _____

5 EASY WAYS TO REGISTER

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

Class selections:

Course number:	CRN:	Course title:	Tuition:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total:			<input type="text"/>

Payment:

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

- Visa
- MasterCard
- Discover
- Check
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Expiration date: _____

Signature: _____



2020 SPRING

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