

# spring @HCC

CLASSES BEGIN IN JANUARY.



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

**New year, new opportunities! Work and learn remotely — HCC can help! Customer Service, Line Cook, Nursing Assistant, Pharmacy Technician, VESi, MindEdge and more inside!**

**REGISTER NOW @ [HCC.EDU/BCE](https://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

Contact Admissions at 413.552.2321  
or [admissions@hcc.edu](mailto:admissions@hcc.edu)

## Professional Development Certificates

### Culinary & Hospitality Programs

See pages 9

### ServSafe

See page 7

### TiPS

See page 8

Contact Maria Vargas at  
413.552.2122, [mvargas@hcc.edu](mailto:mvargas@hcc.edu)

## Grant-funded Programs

See pages 9

## Personal Enrichment

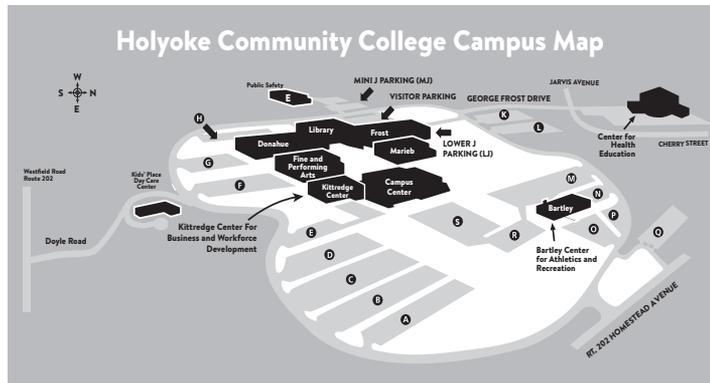
### Gourmet Cooking and Baking Classes

Contact Valentyna Semyrog, 413.552.2123,  
[vsemyrog@hcc.edu](mailto:vsemyrog@hcc.edu)



**Classes may be remote during COVID-19.**

## Holyoke Campus Map / Parking



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

## BUILDINGS

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

Main Campus	Additional Locations			
<b>Kittredge Center for Business and Workforce Development</b> 303 Homestead Avenue Holyoke, MA 01040 413.552.2500 www.hcc.edu	<b>E2E: Quaboag Region Workforce and Training Center</b> 79 Main St. Ware, MA 01082 Kermit Dunkelberg, kdunkelberg@hcc.edu, 413.552.2506	<b>HCC MGM Culinary Arts Institute</b> 164 Race Street Holyoke, MA 01040 413.552.2838 hcc.edu/culinary	<b>Ludlow Area Adult Learning Center (LAALC)</b> 54 Winsor St., Ludlow, MA 01056 413.583.0320 hcc.edu/ludlowcenter	<b>Picknelly Adult and Family Education Center (PAFEC)</b> 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](http://www.hcc.edu/bce)) for the latest updates, and be sure to check with the instructor on the first day of class. Classes are not held on state and national holidays, and individual instructors may make other adjustments.

### FEES

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

### REFUND POLICY FOR NON-CREDIT COURSES

#### Courses (with six or more meetings)

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



## HOME BUILDERS/REMODELERS OF MA COURSES

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

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

**Building An Airtight Home**  
HBRA 003

**Fall Prevention and Silica Safety**  
HBRA 004

**Lead Safety Isn't Just About Lead Paint**  
HBRA 006

**Avoiding Costly Construction Mistakes**  
HBRA 007

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

**Keeping Moisture Out & Flashing Techniques**  
HBRA 009

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

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

# NEW PROGRAMS

being added for Spring 2020

New courses are often added to the schedule; check out the Personal Enrichment and Work Force Development courses at HCC.edu.

## Nursing Program Exam Prep • HLTH 064

CRN 16468 SEC 51 May 15 & 22 S 10am - 12pm

For those preparing to take the NLN PAX, ATI TEAS or other nursing program entrance exam. **Price \$49**

## Live Game Streaming • TECH 100

CRN 16470 SEC 51 TBA

Introduction to the world of video game live streaming. **Price \$199**

## 3D Game Asset Creation • TECH 99

CRN 16469 SEC 51 TBA

Introduction on the fundamentals of creating 3d assets for video games. **Price \$219**

## Best Seat in the House • HLTH 063

CRN 16466 SEC 51 Mar 9 T 12pm - 1:15pm

CRN 16467 SEC 52 Mar 11 Th 6pm - 7:15pm

Whether you are working or learning from home or an office, this ergonomics course will help you make sure the space you are using is designed for your best health, comfort and productivity. **Price \$49**

## Women Leaning into Leadership 2021 - Empowers Your Voice • CRER 073

CRN 16432 SEC 51 Jan 6 - Feb 24 W 6:30pm - 8pm

CRN 16453 SEC 52 Jan 7 - Feb 25 Th 12pm - 1:30pm

This 8-week, highly interactive program is an opportunity to develop your key leadership competencies - whether you are leading up, down or sideways. **Price \$799**

## Establishing a Resilience - Building Happiness Practice • EXPR 050

CRN 16451 SEC 51 Feb 6 S 11am - 1:30pm

CRN 16452 SEC 52 April 10 S 11am - 1:30pm

Join improv comedian and happiness coach Pam Victor on an experiential exploration of happiness and resilience building habits to enhance your joy and ease at work and home. You'll gain a full stress-relieving toolbox to bring more well-being, resilience, gratitude, and play into your daily life. **Price \$99**

## Bake With Me - Family baking series

Adults and children join fun-filled sessions learning to make:

### Key Lime Pie • FOOD 068

CRN 16442 SEC 51 March 5 F 4pm - 5:30pm.

Price \$49

### Caramel Cheesecake • FOOD 069

CRN 16443 SEC 51 March 12 F 4pm - 5:30pm

Price \$49

### BlackBerry Cobbler A La Mode • FOOD 070

CRN 16444 SEC 51 March 19 F 4pm - 5:30pm

Price \$49

### Royal Icing Sugar Cookies • FOOD 071

CRN 16445 SEC 51 March 26 F 4pm - 5:30pm

Price \$49

## Food Truck Entrepreneur Program • FOOD 066

CRN 16418 SEC 51 Jan. 19 - March 2 T 6pm - 8pm.

Price \$299

There are also new courses in Astrology, Arts, Cooking and Music. Check out Personal Enrichment and Workforce Development Courses at HCC.edu.

# 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.

<b>Home Builders/Remodelers of MA . . . . .</b>	<b>5</b>	<b>Certifications . . . . .</b>	<b>11</b>
<b>Safety . . . . .</b>	<b>6</b>	<b>Computers &amp; Technology . . . . .</b>	<b>14</b>

## Home Builders/ Remodelers of MA

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

CRN 15860 SEC 51

Learn how to protect your business. Course covers General Contractor Liens, SubContractor Liens, including Tier I, Tier II and Tier III designations. Discussion includes Statements of Accounts, Partial Lien Waivers, Notice of Contract, Notice of Identification, Notice of Substantial Completion, General Lien Waivers and proper Notice of Lien Waivers. To register go to: <https://hbrama.education/>

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

CRN 15861 SEC 51

Of critical importance to Construction Supervisors and business owners, a review of the importance of written contracts, contract provisions to be included in construction contracts, requirements of 780 CMR as it relates to Mass Contracts, General Laws Chapter 142A, and compliance with Massachusetts General Laws Ch. 142A including rights of rescission, and lead paint issues. To register go to: <https://hbrama.education/>

### Building An Airtight Home • HBRA 003

CRN 15862 SEC 51

Covers the critical areas of air filtration and air barriers, blower door testing and metrics, framing an airtight house, and insulating and sealing an airtight house. Also includes a case study in addressing a realworld building envelope failure. Familiarize yourself with elements of planning and design of a superinsulated home, construction details, building testing during construction & building performance after completion. To register go to: <https://hbrama.education/>

### Fall Prevention and Silica Safety HBRA 004

CRN 15863 SEC 51

Learn how to keep your employees safe as well as yourself onthejob. Leading causes of construction fatalities and serious injuries and how to prevent them are discussed. Includes demonstrations of the latest safety equipment on the market, fall prevention systems, training resources and OSHA compliance and expectations. Program concludes with reducing/eliminating silica exposure on the job site, protection measures and free training resources available. To register go to: <https://hbrama.education/>

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

CRN 15865 SEC 51

In depth presentation on leadbased paint, dust and debris, and the associated health risks and effects of lead exposure. Includes discussion

on what homes have leadbased paint, the differences between EPA and MA regulations, onsite supervisors requirements, required documentation for employees, OSHA, required record keeping and appropriate construction practices. To register go to: <https://hbrama.education/>

### Avoiding Costly Construction Mistakes • HBRA 007

CRN 15866 SEC 51

Covers improper site preparation and grading, foundation mistakes, the benefits of water proofing vs. damp proofing, vapor retarders, backfill and control joints. Special attention to discussing sill anchor bolt placement, attached and freestanding decks and floor cantilevering, load bearing, proper house wrapping techniques, reroofing, ice barriers and dryer exhaust challenges. To register go to: <https://hbrama.education/>





## Introduction to Group Facilitation

### CRER 055 • 1 session

CRN 16230 SEC 51 Feb 19 F 9:00 a.m.-11:00 a.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 5 F 9:00 a.m.-11:00 a.m.

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

\$79

## Women Leaning Into Leadership 2021 – Empowering Your Voice

### CRER 073 • 8 sessions

CRN 16432 SEC 51 Jan 6-Feb 24 W 6:00pm-8:30pm

CRN 16453 SEC 52 Jan 7-Feb 25 Th 12:00pm-1:30pm

This 8 week, highly interactive program is an opportunity to develop key leadership competencies whether you are leading up, down or sideways; and develop and practice new skills and techniques to improve your leadership and communication effectiveness. Participant numbers will be limited in order to create a supportive, interactive group which allows for networking, peer feedback and one to one coaching with the facilitator. To fully leverage this opportunity, most weeks will require limited individual preparation for the following session. Instructor Annie Shibata

\$799

## EMT Refresher • CRER 074 • 5 sessions

CRN 16435 SEC 51 Jan 27-Feb 24 W 6:00 p.m.-10:00 p.m.

Take the stress out of your EMT NCCR refresher. EMT NCCR is required every 2 years. Sign up for a hybrid course. Online lectures and flexible

inperson skills. This course will count towards the National Registry 20hour EMT NCCR. You can also sign up for this course if you need a refresher for EMT exam, or if you brush up on some less used skills. Instructor Michael Marafuga.  
\$250

## Improving Emotional Intelligence

### CRER 075 • 3 sessions

CRN 16441 SEC 51 Mar 17-31 W 6:00 p.m.-7:30 p.m.

Welcome to the Emotional Intelligence at Work workshop. Emotional Intelligence is usually considered the ability to be in touch with one’s emotions to the point where these feelings can be identified and understood, then used in social interactions.

This workshop will introduce to you the ideas and techniques for increasing your emotional intelligence. Many occupations are based on high emotional intelligence. Many service occupations require high levels of EQ. These skills are also widely desired by all employers as these employees are better communicators. They are good at relationships and conflict resolution,

which are very useful in the workplace. Instructor Ronnie Ingram.

\$79

## ServSafe Prep. & Exam

### CWD 026 • 2 sessions

CRN 15074 SEC 64 Feb 1-8 M 5:30 p.m.-9:30 p.m.

CRN 15131 SEC 67 Mar 8-15 M 5:30 p.m.-9:30 p.m.

CRN 15155 SEC 68 Apr 6-20 T 3:30 p.m.-6:30 p.m. (Ware)

Obtaining and maintaining your ServSafe Food Handling and Sanitation certification means you have the tools and knowledge you need to ensure your workplace meets industry standards for cleanliness along with proper safety requirements for food handling & 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.

Students in computer classes should bring a flash drive.

\$109



# CORPORATE AND PROFESSIONAL EDUCATION



## Project Management Certificate

### CWD 181 • 12 sessions

CRN 15084 SEC 65 Feb 9-May 4 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.

**\$999**

### 1b. TIPS • CWD 451 • 1 session

CRN 15103 SEC 64 Mar 15 & 16 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**

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

## Facebook & LinkedIn

### CWD 616 • 1 session

CRN 15089 SEC 64 Mar 16 T 6:00 p.m.-9:00 p.m.

CRN 15090 SEC 65 Feb 27 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 LinkedIn. You will better understand general usage and best practices while avoiding the most common pitfalls. The workshop will help you define creative strategies for the growth and success of your business with a combination of learned concepts and practical computer training.

**\$79**

## CISCO I: Introduction to Networks

### CWD 814 • 17 sessions

CRN 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**

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

### CWD 829 • 5 sessions

CRN 15078 SEC 64 Feb 27-Mar 27 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.

Books and other materials are purchased separately either in the HCC bookstore or online. We are using the MA Real Estate Principles & Practices book, edition 7.0.

**\$399**

## Notary Public • CWD 830 • 1 session

CRN 15079 SEC 64 Feb 20 S 9:00 a.m.-12:00 p.m.

CRN 15080 SEC 65 Mar 9 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**

## 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 noncollege grad interested in customer support, call center operations, telemarketing, sales, etc. All trainees must take the foundational skills training in customer service. Classes include Business Etiquette, Sales and Math for Business. 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.

### OSHA 10 • CWD 863 • 2 sessions

CRN 15115 SEC 65 Apr 3-10 S 8:00 a.m.-1:00 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 10hour course completion card from the Department of Labor.

\$199

### Introduction to Clean Room Training

#### CWD 927 • 6 sessions

CRN 16089 SEC 64 TBA

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

### 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 longterm 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 5522122 for dates, times and tuition cost. \$1,200. This course meets in Ware.

\$1200

### 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  
\$0

### 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: Ann Rocchi, 4135522929.

\$0



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

## TESTING SERVICES

### ACT WorkKeys Exams

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

### CASTLE Worldwide

Go to [www.castleworldwide.com](http://www.castleworldwide.com) to register

### Crane Institute of America (CIC)

Go to [craneinstitute.com](http://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](http://ged.com)

### Get-College-Credit Exams

CLEP, DSST  
Go to [hcc.edu/testing](http://hcc.edu/testing) to schedule your test appointment.

### GRE and TOEFL

CLEP, DSST  
Go to [www.ets.org](http://www.ets.org) for registration information

### HiSET Testing (Formerly GED)

Contact 413.522.2292 or [hiset.ets.org](http://hiset.ets.org) to register

### Kryterion

Go to [www.kryteriononline.com](http://www.kryteriononline.com) to register

### Law School Admissions Council

LSAC and MPRE  
Go to [www.lsac.org](http://www.lsac.org) for registration information.

### Pearson VUW

Contact the testing center to register or go to [www.pearsonvuew.com](http://www.pearsonvuew.com).

### PSI/COMIRA

[catsdoor04.com/cbt/online/login.jsp](http://catsdoor04.com/cbt/online/login.jsp)

### ServSafe Exams

Go to [servsafe.com](http://servsafe.com) to purchase your exam.  
Go to [hcc.edu/testing](http://hcc.edu/testing) to schedule your test appointment.

### Distance Learning Proctored Exams

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



# Online PROFESSIONAL DEVELOPMENT for K-12 Educators

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

### For information:

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

#### COURSE/CATEGORY

##### Classroom Management

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

##### Common Core

	UGRAD PDPs	GRAD PDPs
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

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

##### Differentiated Instruction

	UGRAD PDPs	GRAD PDPs
Why DI?	45	55
Try DI!	45	55

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

#### COURSE/CATEGORY

##### Early Childhood

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

##### Exceptional Education

	UGRAD PDPs	GRAD PDPs
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

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

**Undergraduate PDPs:** 45      **Fee: \$255**  
**Graduate PDPs:** 55      **Fee: \$304**

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

# CORPORATE AND PROFESSIONAL EDUCATION

## Certifications

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

CERT 004 • 38 sessions

CRN 15723 SEC 51 Jan 26-Jun 3 TTh 6:00 p.m.-10:00 p.m.

CRN 15723 SEC 51 Jan 26-Jun 3 S 8:00 a.m.-4:00 p.m.

Program consists of upwards of 170 hours inclass and online preparation for State Certification Examinations. Approved by the Massachusetts Office of Emergency Medical Services, covers all aspects of emergency care including patient handling, extrication, communication, working with law enforcement, legal issues, ethics in emergency medicine, use of medical equipment, safe and sane transportation and much more.

Texts: \$225. For more information and before to register, contact Valentyna Semyrog 413.552.2123 or vsemyrog@hcc.edu.

\$1099

### Emergency Medical Technician (EMT) Basic Program (Ware)

CERT 004 • 38 sessions

CRN 16415 SEC 52 Mar 1-Jun 30 MW 6:00 p.m.-10:00 p.m.

CRN 16415 SEC 52 Mar 1-Jun 30 S 9:00 a.m.-3:00 p.m.

Program consists of upwards of 170 hours inclass and online preparation for State Certification Examinations. Approved by the Massachusetts Office of Emergency Medical Services, covers all aspects of emergency care including patient handling, extrication, communication, working with law enforcement, legal issues, ethics in emergency medicine, use of medical equipment, safe and sane transportation and much more.

Texts: \$200, certification exams & licensing fees are not included. For more information or to register, contact Valentyna Semyrog 413.552.2123 or vsemyrog@hcc.edu. The class scheduled in E2E:Quaboag Region Workforce And Training Center, 79 Main Street, Ware, MA 01082.

\$1099

### Nonprofit Management • CERT 014

CRN 16412 SEC 51 online

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



puts you in the role of Executive Director of the troubled Courtney Museum, dealing with a series of personnel, marketing, financial, and board/community relations issues. individual courses 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 • CERT 015

CRN 16434 SEC 51 online

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

- 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

### Certificate In Cybersecurity

CERT 018

CRN 16413 SEC 51 online

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

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- Security and Risk Management
- Security Assessment and Testing
- Security Engineering
- Security Operations
- Software Development Security

To register, go to <https://hcc.mindedgeonline.com/partner/courses/index.php> \$499

## Certificate in Data Analytics

### CERT 020

CRN 16414 SEC 51 online

This certificate in data analytics provides an overview of topics in statistics and their applications in a variety of fields. This certificate will present the basics of quantitative analysis and its increasing use in today's professional landscape. Learners are exposed to quantitative decisionmaking tools and techniques, which tie into realworld case studies. Each course in this certificate utilizes games, videos, interactive exercises, quizzes, real world case studies, and other engaging content to ensure rapid mastery of the content and direct application. 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>.

Cost: \$399.00

## Project Management Online

### CERT 021

CRN 16139 SEC 51 online

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

## Certified Medical Assistant Test Preparation • CERT 025 • 10 sessions

CRN 16269 SEC 51 Mar 1 - 31 MW 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 be guided through the process and have a partner to help them succeed. Instructor: Jennifer Cole

\$1070

## Commercial Driver's License Class B Training Program (50 hours)

### CMDL 019 • Commercial Driver License Class B sessions

CRN 15056 SEC 51 TBA

Train for a lucrative new career without quitting your day job! Offered in association with TriState CDL Training Center, Inc., this 50 hours program includes classroom and onthe road instruction. Upon successful completion, you'll be federally licensed to operate a Class B motor vehicle and TriState 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 outofwork 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 TBA

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 onpremises 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 pretrip 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. TriState CDL Training Center, Inc., is Massachusetts' premiere RMVapproved 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**



## Medical Interpreter

### CERT 017 • 60 sessions

CRN 16465 SEC 51 Feb 8-Apr 28 MW 6:00 p.m.-9:00 p.m.

CRN 16448 SEC 52 Mar 23-May 27 TR 6:00 p.m.-9:00 p.m.

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

Open to all languages, this 60-hour program provides working knowledge of medical interpreting, including standards of practice, ethics, HIPAA regulations, cultural competency, and medical terminology/vocabulary. The course provides intense practice via oral role plays on a variety of medical topics. The student will also be introduced to VRI (Video Remote Interpreting) and OPI (Over the Phone Interpreting). Offered in collaboration with TransFluenci EDU, this course is designed for those preparing for entry-level careers as medical interpreters as well as for working interpreters preparing for the National Board Certificate exam. Students must be fully bilingual and must be fluent in English and one other language. This program meets the National Board for Medical Interpreter Certification training requirement and prepares you to pass the national certification exam. Upon successful completion of the course, students will receive a certificate of completion from the college and may elect to apply for national certification. Certification fees are not included.

Students must possess a high school diploma

or equivalent. Because a language assessment is required, students must register at least two weeks in advance.

**\$1079**

## Video & Phone Interpreter

### CERT 027 • 30 sessions

CRN 16449 SEC 51 Feb 1-Mar 8 MW 6:00 p.m.-9:00 p.m.

Calling Interpreters of all Languages! If you speak a second language, you can work from home and make your own hours. There is a tremendous amount of work available for Remote Interpreters—both phone and video—throughout the country.

Offered in partnership with TransFluenci EDU, this 30-hour class meets twice a week for 5 weeks. Students will learn the ins and outs of remote interpreting which includes both video and over the phone (VRI and OPI). Students will learn how to set up their offices and computers to accept assignments from a number of companies who are actively searching for interpreters of all languages. The class will cover Medical and Legal Standards of Practice, ethics, HIPAA and intense practice sessions and simulations using a variety of platforms on a wide variety of topics, such as Medical Encounters, Depositions, Unemployment Hearings, Educational Hearings and Meetings such as IEP meetings, and Due Process Hearings. In addition to intense classroom simulated practice, our instructor will provide advice on best practices, how to apply for assignments, and what to expect as compensation. Upon successful completion of the course, students will receive a certificate of completion from the college. Pre-requisite: Students must provide a certificate of completion for a minimum of 40 hours

of interpreter training or a letter from your employer confirming a minimum of 2 years' experience as a working interpreter in any setting. Students must possess a high school diploma or equivalent. Please register early as a brief telephone interview will be required before acceptance into the course.

**Price \$599**

## Legal Interpreting

**CERT 28 • 48 sessions**

CRN 16450 SEC 51 Mar 23-May 13 TR 6:00 p.m.-9:00 p.m.

This 48-Hour class is open to all language interpreters who would like to expand their interpreting skills in legal settings. The course will cover the most in-demand types of hearings such as Due Process Hearings, Unemployment Hearings, and Depositions. Students will learn legal terminology and procedural protocols needed to interpret for these various types of hearings. In addition, students will have the opportunity for intense practice through mock hearings. These mock hearings will give the students the experience and comfort-level needed to apply for work in the field. Trained legal interpreters are in demand throughout Massachusetts and nationwide in law offices, schools, state agencies and contracting agencies. Prerequisite: Students must provide a certificate of completion for a minimum of 40 hours of interpreter training or a letter from your employer confirming a minimum of 3 years experience as a working interpreter in any setting. Students must possess a high school diploma or equivalent. Please register early as a brief telephone interview will be required before acceptance into the course.

**\$1079**

## Computers & Technology

### Introduction to Microsoft Word 2016

**TECH 006 • 4 sessions**

CRN 15498 SEC 51 Mar 9-30 T 6:00 p.m.-9:00 p.m.

Topics include: typing and deleting text, undoing/redoing, formatting and cutting, copying and pasting text, creating documents and inserting images 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 6-27 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 QuickBooks 2015

**TECH 010 • 4 sessions**

CRN 15499 SEC 51 Mar 31-Apr 24 W 6:00 p.m.-9:00 p.m.

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

**\$199**

### Intermediate QuickBooks 2015

**TECH 066 • 4 sessions**

CRN 16121 SEC 51 Mar 31-Apr 21 W 6:00 p.m.-9:00 p.m.

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

**\$199**

### Introduction to Adobe Illustrator CC

**TECH 015 • 4 sessions**

CRN 15529 SEC 51 Mar 1-22 M 6:00 p.m.-9:00 p.m.

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

**\$199**

### Introduction to Adobe InDesign CC

**TECH 016 • 4 sessions**

CRN 15500 SEC 51 Mar 29-Apr 19 M 6:00 p.m.-9:00 p.m.

Want to create 'knockout' magazines, letterheads, business cards, flyers, or publications? This course is for you. Use powerful layout software to learn graphics design principles in Adobe InDesign. Create 'wow' producing visual communications.

Use work area elements, edit commands, all of the drawing, frame, and shape tools, tables, paths and additional palettes that make up the main screen. Learn techniques for creating and managing documents, and how to add photos and text to create unique designs. Instructor: Pepe Pedraza. No class April 20.

**\$199**

### Introduction to Microsoft Office

**2016 • TECH 017 • 4 sessions**

CRN 15482 SEC 51 Feb 9-Mar 2 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**

### Acing the Online Class (Free)

**TECH 076 • 1 session**

CRN 16254 SEC 64 TBA

CRN 16427 SEC 65 TBA

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. We will also be covering a variety of programs that you will be using in online learning. This workshop will be offered on the Zoom platform. For more information please contact Valentyna Semyrog at 413-552-2123 or vsemyrog@hcc.edu

**\$0**

### How to Work & Learn (Free)

**TECH 090 • 4 sessions**

CRN 16428 SEC 64 TBA

CRN 16429 SEC 65 TBA

CRN 16430 SEC 66 TBA

CRN 16431 SEC 67 TBA

Take this 4 part workshop series to learn about computer basics, as well as some of the many tools available to keep you organized and connected. You will learn how to navigate computer settings, create and organize files, and safely use the internet. We will also cover how to use Google Drive and Google Apps, and much more. Beginners welcome! This workshop will be offered on the Zoom platform. For more information please contact Valentyna Semyrog at 413-552-2123 or vsemyrog@hcc.edu.

**\$0**

# PERSONAL ENRICHMENT

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

<b>Arts</b> .....	<b>15</b>	<b>Languages</b> .....	<b>19</b>
<b>Expression</b> .....	<b>16</b>	<b>Lifelong Learners (55+)</b> .....	<b>20</b>
<b>Food</b> .....	<b>17</b>	<b>Money and Investment</b> .....	<b>21</b>
<b>Health and Fitness</b> .....	<b>18</b>	<b>Outdoor and Leisure</b> .....	<b>21</b>
<b>Home and Garden</b> .....	<b>19</b>		

## Arts

### Beginning Digital Photography

**ARTS 010 • 4 sessions**

CRN 15031 SEC 51 Mar 10-31 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 Apr 7-28 W 6:15 p.m.-8:45 p.m.

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

### Introduction to Painting with

**Acrylics • ARTS 055 • 7 sessions**

CRN 16087 SEC 51 Feb 1-Mar 22 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 15.  
\$189

### Beginner on Mandala DOT Painting

**ARTS 060 • 1 session**

CRN 16423 SEC 51 Feb 18 Th 6:00 p.m.-8:00 p.m.

This class teaches the student the creative Art of Dot Painting on rocks, canvas, art tiles, glass, and other items. The class offers a brief history of the Mandala, its symbols, and what the

shapes represent. It explains how dots can be used to create beautiful painting. It teaches the student the tools needed to create their own Dot painting. It's a fun, relaxing, creative, and simple way to create your own design, it helps with Stress Management. Materials cost is about \$30 not included in the program cost. Instructor Sherry Mitchell.  
\$75

### Intermediate Drawing

**ARTS 062 • 7 sessions**

CRN 16419 SEC 51 Mar 22-May 3 M 6:15 p.m.-9:15 p.m.

Have you mastered basic drawing techniques but feel stuck at the beginners level? Move into more advanced drawing techniques as we move from sketches to finished drawings. We will be exploring shading techniques, light and shadow and how to capture detail without losing form.



# PERSONAL ENRICHMENT



We will also focus on anatomy and compositional techniques. Instructor Melissa Pandina. Supplies around \$25-\$50 not included in the tuition. **\$189**

## Watercolor and Pen and Ink ARTS 063 • 7 sessions

CRN 16420 SEC 51 Feb 3-Mar 17 W 6:15 p.m.-9:15 p.m.

Do you like the soft flowing colors of watercolor but get frustrated with losing some of the subtleties of your drawing. This is the technique for you. In this class, we will be working on detailed pen and ink studies and then painting over them in watercolor. You will improve your drawing skills and become looser with your watercolors. All levels welcome. Instructor Melissa Pandina. Supplies around \$100 not included in tuition. **\$189**

## Illustrating Your Own Children's Book ARTS 064 • 7 sessions

CRN 16421 SEC 51 Mar 24-May 5 W 6:15 p.m.-9:15 p.m.

Have you always wanted to illustrate your own children's book but didn't know where to start? In this class we will explore how to create engaging characters and environments. We will explore creating dynamic compositions, color studies, and producing a final piece. We will also be discussing the process of sending projects to publishers and how to self-publish. Bring an idea you are working on or start from scratch during the class. All levels welcome. Instructor Melissa Pandina.

Supplies \$20 not included in tuition. **\$189**

## Expression

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

CRN 15249 SEC 51 Jan 25-Mar 22 M 3:30 p.m.-6:00 p.m.

It's never too late to learn to play the piano! Learn key names, body/hand position, scales, chords, rhythmic values and note reading in a relaxed environment. Uncover a variety of musical styles, including 12 bar blues. Must have access to a piano or keyboard for practice of weekly assignment. "Play Piano Now" (#17193) published by Alfred, is available at music stores or online and needed for the first lesson. Upon registration, the instructor will contact you regarding a time slot. Instructor: Marie Meder. No Class on February 15 **\$164**

### Individual Voice Lessons EXPR 025 • 7 sessions

CRN 15251 SEC 51 Feb 17-Mar 24 W 4:00 p.m.-6:15 p.m.

Whether beginner or a little more advanced, you'll learn the elementary concepts of singing, focusing on posture, relaxation and the use of the body to support the vocal tone. Be it singing in the shower, solos or in a chorus, regardless of style or genre, you will learn the necessary basics, as well as gaining poise and confidence. No

previous experience is necessary. Select either 4pm, 4:45pm, 5:30pm, or 6:15pm, 45 minutes lesson. Instructor: Rick Marcil. **\$199**

### Piano Lessons for Adults: It's Never too Late to Start • EXPR 046 • 8 sessions

CRN 15729 SEC 51 Feb 17-Mar 31 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 3:30p.m. for 30 minutes lesson. Instructor Richard Marcil. **\$164**

### Sound Passage EXPR 051 • 5 sessions

CRN 16454 SEC 51 Jan 11-Feb 1 7:00 p.m.-8:00 p.m.

Sound Passage – Imagine fully embodying the power of your own voice! This program integrates gentle stretching with sound which can tap into the emotion that is deep within you. In each class, you will learn simple exercises to gently open the jaw and throat, and relax areas of the body that often hold tension. Imagine being able to channel anxiety and stress into courageous self-expression. This class can help you take the next bold step on your life's journey. Instructor Kelly Vogel. **\$100**

### Beginning Violin EXPR 052 • 8 sessions

CRN 16458 Feb 13-Mar 3 W 6:00 p.m.-7:00 p.m.

Students will learn how to play the Violin. They will learn proper set-up, left hand technique, and how to hold and utilize the bow appropriately. Students will learn to play songs such as Twinkle Twinkle Little Star and Lightly Row through teacher's Suzuki instruction. Students will begin to learn how to read and write basic musical notation. By the end of the course, students will be able to perform rudimentary songs on the violin with clear tone, accurate intonation, and expressive musical style. Course Curriculum can be downloaded at <https://marybarbamusic.com/music-lessons> Supplies: Violin and Bow. Shoulder Rest. Tuner. Suzuki Lesson Book 1 for Violin and I Can Read Music, Vol 1 for Violin. Laptop or iPad with camera and headphones for online classes required. Instructor Mary Barba. **\$199**

## Classical Music Appreciation

### EXPR 053 • 1 session

CRN 16459	SEC 51	Jan 23	S	11:00 a.m.-12:30 p.m.
CRN 16460	SEC 52	Feb 9	Tu	2:00 p.m.-3:30 p.m.
CRN 16461	SEC 53	Feb 19	F	6:00 p.m.-7:00 p.m.

Students will learn about classical music from the Medieval, Baroque, Classical, Romantic, and Contemporary eras. They will learn to identify the base aspects of music (pitch, rhythm, tone, timbre, etc), as well as the various instruments used most commonly in classical music. Students will also learn to identify musical characteristics of any given time period. We will look at the cultural and sociological influences on the ways music has developed, as well. With all of the aforementioned knowledge, students will learn how to analyze and evaluate music from many time periods, in order to develop, evaluate, and express their own personal preferences with classical music. No prior experience required. Available to students ages 16+. No required textbooks. Laptop or iPad with camera and headphones for online classes required. Instructor Mary Barba. **\$49**

## Micro Memoirs

### LIFE 041 • 6 sessions

CRN 16462	SEC 51	Jan 9-Feb 13	S	9:00 a.m.-12:00 p.m.
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We all have amazing stories to tell! Writing a memoir can be a great way to record your experiences and leave a legacy behind for your family. With our busy lives, however, it's difficult to imagine writing an entire book of memoirs. This course will provide you with exciting new ideas, examples, and strategies for writing memoir in short (less than 1,000-word) pieces, guiding you in the process of sharing your memories. Instructor Meghan Lamb. **\$199**

## Food

## Become a Professional Bartender

### FOOD 002 • 7 sessions

CRN 15263	SEC 51	TBA
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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**

## Small Plates: It's Tapas Night!

### FOOD 036 • 1 session

CRN 16251	SEC 51	Mar 19	F	6:00 p.m.-9:00 p.m.
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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**

## Asian Take Out at Home: Healthy Meets Delicious • FOOD 042 • 1 session

CRN 16103	SEC 51	Apr 16	F	6:00 p.m.-9:00 p.m.
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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: Tracy Carter. **\$84**

## Chef Tracy's Twist on Steakhouse Classics • FOOD 056 • 1 session

CRN 16439	SEC 51	Jan 29	F	6:00 p.m.-9:00 p.m.
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This hardy meal puts a spin on steak house classics. For our Apple & Marcona Almond Salad, crisp tart apples are thinly sliced and mixed with buttery toasted Marcona Almonds and delicate Bibb lettuce. Next up, our Butternut Squash and Creamed Spinach Gratin variation uses sweet butternut squash layered with creamy spinach and rich Parmesan cheese. The staroftheshow is our Pan Roasted New York Strip Steak which is thick, and carefully pan seared and basted with garlic, herbs, and brown butter. A gastronomic experience you'll never forget! **\$84**

## How to Start a Home Baking Business • FOOD 058 • 6 sessions

CRN 16436	SEC 51	Mar 9-Apr 13	T	6:00 p.m.-7:30 p.m.
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Have you always dreamed of selling your baked creations? Do your friends come to you to make cakes for their parties, pies for their holiday celebrations or cookies for their sweet cravings? Sign up now to learn How to Start a HomeBaking Business. Six, 90minute sessions you will learn how to create a business plan, rules and regulations that must be followed, recipe costing, financial projections, selling and marketing tools, tailored to the unique needs of your business. Instructor: Maria MorenoContreras. **\$199**

## Bacon Fried Rice • FOOD 060 • 1 session

CRN 16440	SEC 51	Feb 19	F	6:00 p.m.-9:00 p.m.
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This dish is the ideal for an easy weeknight meal, and a perfect chance to work on your knife cuts. A variety of vegetables, smokey bacon, and leftover white rice is revamped into a satisfying dish that is sure to please. Special Equipment: Sharp knife for precision knife cuts, wok (optional) Instructor Chef Tracy Carter. **\$84**

## Food Truck Entrepreneurial

### FOOD 066 • 7 sessions

CRN 16418	SEC 51	Jan 19-Mar 2	T	6:00 p.m.-8:00 p.m.
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How to Start and Run a Food Truck? Food trucks are one of the hottest dining trends around; they show up at events, concerts, and are replacing cafeterias at businesses and schools. Running a food truck requires a knowledge of local laws and regulations, food safety, and general business. Spend seven weeks with experienced chefs and business owners to find out how to get started. This is a live, remote class. Instructor Warren Leigh. The Food Truck Handbook: Start, Grow, and Succeed in the Mobile Food Business David Weber ISBN: 978-1-118-24118-9 Wiley \$13 as an e-book, or \$13 on Amazon prime. **\$299**

## Bake with Me - Key Lime Pie

### FOOD 068 • 1 session

CRN 16442	SEC 51	Mar 5	F	4:00 p.m.-5:30 p.m.
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This class is designed an adult and child to work together. You will receive a kit including a shopping list, recipe cards and more. In this class we will learn how to make a delicious graham cracker crust to go with our creamy Keylime Pie filling, topped with fluffy whipped cream. Instructor Maureen Benton. **\$49**

## Bake with Me - Caramel Cheesecake

### FOOD 069 • 1 session

CRN 16443	SEC 51	Mar 12	F	4:00 p.m.-5:30 p.m.
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This class is designed an adult and child to work

# PERSONAL ENRICHMENT

together. You will receive a kit including a shopping list, recipe cards and more. In this class we are going to make a cheesecake that is so simple once you have mastered it you can use the recipe to make other fun flavored cheesecakes. Instructor Maureen Benton.  
\$49

## Bake with Me - BlackBerry Cobbler A La Mode • FOOD 070 • 1 session

CRN 16444 SEC 51 Mar 19 F 4:00 p.m.-5:30 p.m.

This class is designed an adult and child to work together. You will receive a kit including a shopping list, recipe cards and more. This class involves making a warm berry sauce topped with a fluffy biscuit like topping. Don't forget the ice cream. We will be making this from scratch as well! Instructor Maureen Benton.  
\$49

## Bake with Me - Royal Icing Sugar Cookies • FOOD 071 • 1 session

CRN 16445 SEC 51 Mar 26 F 4:00 p.m.-5:30 p.m.

This class is designed an adult and child to work together. You will receive a kit including a shopping list, recipe cards and more. This class is for the creative or those wanting to be! Your choice of a vanilla sugar cookie recipe or chocolate, we are going to learn the secret to a perfect royal icing. Then finish off our cookies with a beautiful design. Instructor Maureen Benton.  
\$49

## Health and Fitness

### 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.

Practiced the world over by millions of all ages and abilities for health, fitness, meditation and stressreduction. 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 26-May 18 T 5:15 p.m.-6:15 p.m.

CRN 15363 SEC 52 Jan 26-May 18 T 5:15 p.m.-6:15 p.m.  
(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 16.  
\$129 or \$69

### Quick Step into Fitness

#### HLTH 010 • 14 sessions

CRN 15362 SEC 51 Jan 26-May 18 T 4:30 p.m.-5:00 p.m.

CRN 15364 SEC 52 Jan 26-May 18 T 4:30 p.m.-5:00 p.m.  
(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 16.  
\$74 or \$39

### HeartSaver CPR AED Course (2 year Completion Card) (HCC)

#### HLTH 032 • 1 session

CRN 15353 SEC 51 TBA

An instructorled 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 researchproven PracticeWhileWatching (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 TBA

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 Feb 5-Mar 5 F 4:45 p.m.-5:30 p.m.

CRN 15908 SEC 52 Feb 5-Mar 5 F 4:45 p.m.-5:30 p.m.  
(Bartley Center Members only)

This fusion of standing and floor based yoga posturs with slow, flowing movements gives you the strength and stability of yoga, the balance and mobility of Tai Chi, and the added benefits of mind/body programming which enhances calmness and reduces stress throughout our bodies. The class format cycles these 2 disciplines in 5 minute sections throughout the class. Instructor: Mary Shelasky.  
No class February 28 and March 6.  
\$34 or \$19

### YoChi • HLTH 056 • 5 sessions

CRN 16030 SEC 53 Apr 2-30 F 4:45 p.m.-5:30 p.m.

CRN 16031 SEC 54 Apr 2-30 F 4:45 p.m.-5:30 p.m.  
(Bartley Center Members only)

This fusion of standing and floor based yoga posturs with slow, flowing movements gives you the strength and stability of yoga, the balance and mobility of Tai Chi, and the added benefits of mind/body programming which enhances calmness and reduces stress throughout our bodies. The class format cycles these 2 disciplines in 5 minute sections throughout the class. Instructor: Mary Shelasky.  
\$34 or \$19

### BreathBodyMind

#### HLTH 059 • 5 sessions

CRN 16236 SEC 51 Apr 6-May 4 T 1:00 p.m.-3:00 p.m.

Learn simple techniques to reduce stress and anxiety, enhance concentration, and balance your emotions. BreathBodyMind 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

BreathBodyMind to improve your health and your life.

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

\$80

## Reiki 1 Certificate Program

HLTH 060 • 2 sessions

CRN 16424 SEC 51 Feb 27-Mar 6 S 10:00 a.m.-2:00 p.m.

Reiki 1: class teaches the history of Reiki and how the body heals better in a state of relaxation. It helps with Stress Management and Anxieties. It teaches the student how to utilize (7) seven energy centers/Chakras through colors, mediation, and candles, and crystals. How to balance and unblock your energy centers/ Chakras It teaches about the positive and negative sides of our energy centers/ chakras. It shares how "Attitudes can make or break a home, community, or church. It introduces the student to Animal wisdom and how animals affect our lives. It shares the connection between Mother Nature and our energies as well as spices, music and art can help reduce stress and promote healing. Instructor Sherry Mitchell.

\$125

## Reiki 2 Certificate Program

HLTH 061 • 1 session

CRN 16425 SEC 51 Mar 13 S 10:00 a.m.-3:00 p.m.

Reiki 2: is about learning how to practice Reiki on another person or even animal. It teaches the Reiki symbols and introduces Reiki healing from a distance. It teaches more about crystals and their connection to our world and our Chakras. Teaches hands on or off techniques as well as Pendulum assessments of energy centers, to help unblock and balance centers and assist others to relax, destress, and help with the healing process. A sample contract provided that promotes ethical and honest practices as one starts their own Reiki business for a fee. Instructor Sherry Mitchell. Prerequisite for Reiki 2: Proof of Certification in Reiki 1 with a Certified Reiki Master.

\$99

## Animal Reiki Communication

HLTH 062 • 1 session

CRN 16426 SEC 51 Mar 20 S 10:00 a.m.-12:00 p.m.

Animal Reiki Communication Class: is designed to help those who are certified in Reiki communicate and aid in the healing process with animals. The class introduces the student to Animal wisdom and how animals affect our lives. It teaches the student about the (7) seven animal energy centers/Chakras and techniques on how to work with domestic animals such as dogs, cats, birds, and horses. It teaches one to one healing and distance healing techniques. It teaches the student how to use a Pendulum to help assist in the assessment of the energy with the Chakras. Instructor Sherry Mitchell.



Prerequisite for Animal Reiki Communication: must be certified in Reiki 1 and Reiki 2 by a Certified Reiki Master

## Home and Garden

### Language of Color

HOME 006 • 7 sessions

CRN 16416 SEC 51 Feb 24-Apr 7 W 6:00 p.m.-8:00 p.m.

Color is a critical if not the most important component of our residential and commercial environment. Its influences touch us every day. Learn how to use color skillfully for creating ambiance, attracting attention, or balancing design elements. Color clarifies color's vocabulary: hue, value, and saturation. Develop a precise, working understanding of these terms. How colors interact and influence each other is explained. Learn to create palettes for specific venues and clients. Prerequisite: Interior Design 1 & 2 or faculty approval

\$179

### "Green" Design & Materials

HOME 007 • 7 sessions

CRN 16417 SEC 51 Apr 14-May 26 W 6:00 p.m.-8:00 p.m.

Energy efficient materials and design concepts

and elements. Floor, wall, window treatments and furniture will be discussed. Environmental and recycling concerns, use of reclaimed wood and natural fibers, and highly renewable fibers like corn and bamboo will be covered. Ecofriendly processing with these sound, renewable, recyclable and biodegradable products are addressed. The use of these products also provides awareness of rising concerns on air quality, allergens, offgassing and the presence of toxins. Prerequisite: Interior Design 1 & 2 or faculty approval.

\$179

## Languages

### Conversational French 1

LANG 005 • 7 sessions

CRN 15713 SEC 51 Feb 3-Mar 17 W 6:00 p.m.-8:00 p.m.

Introduction to the French culture via fun conversations. The goal of the class is to cover different topics such as 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.

# PERSONAL ENRICHMENT

Gain more confidence in conversing in French.  
Instructor Ingrid Vega.  
\$179

## Conversational French 2

LANG 006 • 7 sessions

CRN 15714 SEC 51 Mar 24-May 5 W 6:00 p.m.-8:00 p.m.

Introduction to the French culture via fun conversations. The goal of the class is to emphasize the ability of each student to discuss topics such as holidays, services and travel using everyday expressions. The class will prepare you with the basic foundation for a safe and fun "sejour" in France or other francophone countries. At the end of the course, you will have a better understanding of the French culture and will be more confident in conversing in French. Suggested prerequisite: a basic knowledge in French grammar. Instructor Ingrid Vega.  
\$179

## Conversational Polish 1

LANG 007 • 7 sessions

CRN 16234 SEC 51 Feb 4-Mar 18 Th 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 Mar 25-May 6 Th 6:00 p.m.-8:00 p.m.

Build upon key sounds, vocabulary, and phrases, Use everyday expressions: discuss topics such

as shopping, holidays and travel and making arrangements while having fun in the process.  
Instructor: Bozena Jaworowski.  
\$179

## Basic Conversational Spanish 1

LANG 008 • 7 sessions

CRN 15721 SEC 51 Mar 9-Apr 20 T 6:00 p.m.-8:00 p.m.

An introduction to basic Spanish language. Covering words, phrases, asking questions and providing answers. The first building blocks needed for achieving proficiency will be emphasized. Finish the workshop having some confidence in speaking Spanish. Instructor: Karolina Kopczynski.  
\$179

## Spanish for Human Service

Professionals • LANG 011 • 10 sessions

CRN 15896 SEC 51 Mar 10-12 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. Instructor: Karolina Kopczynski  
\$284

## Introduction to the Fascinating

World of China • LANG 052 • 8 sessions

CRN 16267 SEC 51 Mar 2-25 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 firsthand 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 8 Th 1:00 p.m.-3:00 p.m.

Gain an understanding of memory, dementia and Alzheimer's from many different angles, through discussion, case studies, and film clips: The different types, the warning signs, treatment and caregiving, role of mental stimulation, dealing with 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

### Establishing a Resilience-Building Happiness Practice A Self-Care Program for Challenging Times

EXPR 050 • 1 session

CRN 16451 SEC 51 Feb. 6 S 11:00 a.m.-1:30 p.m.

CRN 16452 SEC 52 Apr 10 S 11:00 a.m.-1:30 p.m.

Join improve comedian and happiness coach Pam Victor on an experiential exploration of happiness and resilience building habits to enhance your joy and ease at work and home. You'll gain a full stress-relieving toolbox to bring more well-being, resilience, gratitude, and play into your daily life. Remote Interactive Online Course with Pam Victor, Head of Happiness (President/Founder), Happier Valley Comedy  
Price \$99

### Resilience: The Playful Art and Gentle Science of Bouncing Back

LIFE 039

CRN 16446 SEC 51 Apr 7-21 W 6:00 p.m.-7:30 p.m.

Resilience. The Science and Art of Bouncing Back. We are all born resilient capable of bouncing back and recovering in hard times. In fact, it's part of our evolutionary hardwiring to be resourceful, creative, and whole. But life will throw obstacles and unintended events in our way. How we work our way through those setbacks impacts our current wellbeing, future physical health,



our relationships, and how we navigate our lives in the future. By the end of our time together, participants will know how to maximize their own resiliency as we explore the science and learn researchbased tools that we can all use to build more meaningful, purposedriven lives. Instructor Julia Mines.

\$150

## Storytelling through Dream and Mandala Symbols/Interpretations

**LIFE 040 • 1 session**

CRN 16422 SEC 51 Feb 20 S 10:00 a.m.-2:00 p.m.

Storytelling through Dream and Mandala Symbols/Interpretations. What's your Story? We all have a life Story, It's based on our perceptions, our perceived truth, attitudes, and ability to find balance.

This course will introduce the student to Beginners Dream Interpretation and the 9 Maori Mandala Symbols that will assist them in Rewriting their own Story. It will look at attitudes, perceptions, perceived truths, and ways to help balance ones' life and Rewrite ones story. Dream and Mandal Symbolism help people become more aware of their believes, attitudes, and perception of daily occurrences. Dreams can often reveal sight into Attitudes, things that cause Stress, and help tap into ones own wisdom that lies within. The Maori Mandala 9 Symbols can show the student through intuitive placement how to assess emotional intelligence, help create a more balanced life, and can help relieve Stress by focusing on dominant symbols and exploring ways create a more balance live and to rewrite ones story. Instructor Sherry Mitchel.

\$60

## Money and Investment

### Retirement Planning Today

**MONY 009 • 2 sessions**

CRN 15402 SEC 51 Mar 9-16 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 Practioneer, CLTC, has been presenting educational retirement planning courses at various colleges, universities, and businesses for the past 15 years. Program includes free Text/Reference Guide

and Personal Financial Fact Finder. Noncredit tuition includes couples.

\$75

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

CRN 15404 SEC 51 Apr 26 M 6:00 p.m.-8:00 p.m.

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

\$49

### Financial Planning Basics (HCC)

**MONY 071 • 1 session**

CRN 15926 SEC 51 Mar 1-8 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

### Financial Planning Basics (Ware)

**MONY 071 • 1 session**

CRN 16241 SEC 52 Mar 15-22 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 Financial Nest Egg a Class for for Seniors & Retirees (HCC)

**MONY 072 • 1 session**

CRN 16249 SEC 51 Mar 3-10 W 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

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

**MONY 072 • 1 session**

CRN 16250 SEC 52 Mar 17-27 W 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

## Outdoor and Leisure

### Introduction to Your Astrology Chart Monday • LEIS 007 • 5 sessions

CRN SEC 51 Feb 22-Mar 15 6:30 p.m. - 8:00 p.m.

Your astrological chart is a map of your Soul's intent, a picture of your gifts and challenges, and a timer of events and periods in your life. Join us for a lively and informative hands-on beginner's workshop series, where you'll learn a brief overview of astrological history, how astrology is used, and the signs, planets, houses, major aspects and transits that make up the rich language of this ancient art. You'll use your own chart as a tool to start a wonderful self-discovery process, and learn how to read the map you came in with! Instructor Annie Shibata.

\$149



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# Educate. Inspire. Connect.

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

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

## **Corporate and Professional Education**

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

### **Pages 05 - 14**

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

## **Personal Enrichment**

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

### **Pages 15 - 21**

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

# ENROLLMENT FORM

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.

<input type="checkbox"/> Visa	<input type="checkbox"/> Check	Card number: _____
<input type="checkbox"/> MasterCard	<input type="checkbox"/> Money Order	Expiration date: _____
<input type="checkbox"/> Discover		Signature: _____

**We strongly encourage you to use a credit/debit card for your transactions, registrations by mail may be delayed because of Covid 19.**

2021

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