

spring

CLASSES BEGIN IN JANUARY.

@HCC



**HOLYOKE
COMMUNITY
COLLEGE**

Work and learn remotely — HCC can help!

Medical Interpretation, Line Cook, Nursing Assistant,
Pharmacy Technician, VESi, MindEdge and more inside!

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

Professional Development Certificates

Line Cook Training

**ServSafe Alcohol, Allergen, Hotel Front Desk
Attendant and Room Attendant,
and ESOL Culinary**

Contact Maria Vargas at
413.552.2122, mvargas@hcc.edu

Personal Enrichment

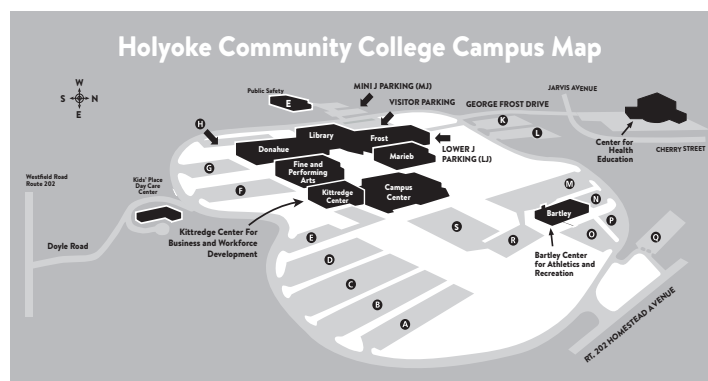
**Gourmet Cooking and Baking
Classes**

Contact Valentyna Semyrog,
413.552.2123, vsemyrog@hcc.edu

Classes may be remote during COVID-19.



Holyoke Campus Map / Parking



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

BUILDINGS

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

Main Campus

Kittredge Center for Business and Workforce Development

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

Additional Locations

E2E: Quabog 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 may be 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

Proof of Covid 19 vaccination required to be submitted a minimum of 7 business days prior to the start of all Spring 2022 Non Credit classes

Free Training to Help You

"Get a job, get a better job, do better at your current job!"

Certified Bookkeeper –Prepare to take the national certification exam to become Certified Bookkeeper and improve your chances of getting hired or promoted. Some general bookkeeping or accounting knowledge is required. The class will be conducted at HCC. Feb 1 – Apr 28 on T/R from 6 –9 p.m.

EMT –Springfield & Ware –This is an interactive exam preparation course that requires self-study and skills practice. Participants must be at least 18 years of age, possess a high school diploma, complete background checks, and provide evidence of a medical exam and specific medical vaccinations. An interview is required prior to registration. Springfield classes will be held at NCT, 595 Cottage Street Springfield. Ware classes will be held at the E2E Center, 79 Main Street, Ware. Classes are Feb 8 –Apr 28 on Tuesday & Thursdays from 6 –10 p.m. and Saturdays from 9 a.m. to 6 p.m.

Medical Interpreting –Offered in collaboration with TransFluenci EDU, this 60-hour 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. Students must possess a high school diploma and pass a language assessment prior to enrollment. Class will be via Zoom from Feb 28 –May 16 on Mondays & Wednesdays from 6 –9 p.m.

Personal Trainer Certification –This course is designed to prepare the student for the role of the personal and /or group fitness trainer and for successful competition of an International Certification Exam. 1/31 –5/7 on Wednesdays from 5:30 –8:30 p.m. and Saturdays from 9 a.m. –noon –description coming

Professional Bartender – n this interactive class, hone the skills necessary to embark on a career as a professional mixologist. The program is conducted in person on 164 Race Street, Holyoke, MA 01040. Classes are from 3/22 –5/3 on Tuesday's from 6:15 –9:15 p.m.

Real Estate Exam Prep –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. Participants must attend all classes in order to meet 40 hours of training required by the state of MA. Classes are held in person at HCC from 4/4 –4/25 on Monday, Wednesday, and Thursdays from 6 –9 p.m.

For more information
<https://www.hcc.edu/courses-and-programs/workforce-development>
413-552-2123

Conference Services & Facilities Rentals



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

Contact us at **413.552.2320**
or visit us online at **[hcc.edu/conference](https://www.hcc.edu/conference)**

CERTIFICATE & TRAINING PROGRAMS

@ HOLYOKE COMMUNITY COLLEGE

MANAGEMENT

- American Management Association University Certificate
- Project Management Certificate
- 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 *

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

OTHER

- Hypnosis (advanced) Intensive Certification

**For more information, please call 413.552.2500
or visit us online at [hcc.edu/bce](https://www.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*

COVID-19 Health & Safety Policy

All students, staff and visitors to HCC's main campus or college buildings at other locations are required to wear a clean, well-fitting face mask at all times in all indoor spaces: classrooms, hallways, offices, restrooms, lobbies, etc. Masks must fully and securely cover the mouth and nose. Gaiters and scarves are not permitted to be used in place of masks. Masks may be removed while eating outside or inside in the dining services area of the Campus Center or in a designated location in buildings off-campus. More information can be found at hcc.edu/covid19.

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.

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Computers & Technology

COVID-19 Health & Safety Policy

Students who wish to register for an in-person class (or a class with an in-person component) must provide proof of full COVID-19 vaccination a minimum of 7 business days prior to the start of any Spring 2022 Non Credit class. Instructions on how to do so can be found at hcc.edu/covid19. In addition, students, staff and visitors to any HCC building are required to wear a clean, well-fitting face mask that securely covers the mouth and nose, at all times.

Introduction to Microsoft Word 2016

TECH 006 • 4 sessions

CRN 15498 SEC 51 Mar 15-Apr 5 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 12-May 3 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 2-23 W 3:30 p.m.-8:30 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 Microsoft Office

2016 • xTECH 017 • 4 sessions

CRN 15482 SEC 51 Feb 15-Mar 8 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

Cannabis Education Center

COVID-19 Health & Safety Policy

Students who wish to register for an in-person class (or a class with an in-person component) must provide proof of full COVID-19 vaccination a minimum of 7 business days prior to the start of any Spring 2022 Non Credit class. Instructions on how to do so can be found at hcc.edu/covid19. In addition, students, staff and visitors to any HCC building are required to wear a clean, well-fitting face mask that securely covers the mouth and nose, at all times.

Cannabis Core Curriculum

CANA 001 • 2 sessions

CRN 16455 SEC 51 Jan 22-23 SuS 9:00 a.m.-4:00 p.m.

CRN 16493 SEC 52 Feb 19-20 SuS 9:00 a.m.-4:00 p.m.

CRN 16549 SEC 53 Mar 19-20 SuS 9:00 a.m.-4:00 p.m.

CRN 16563 SEC 54 Apr 5-14 TW 6:00 p.m.-9:00 p.m.

The Cannabis Core program is a 12-hour educational program that provides an overview of the cannabis industry in MA and is for people looking for general knowledge as they consider a cannabis career. During four, three-hour sessions, students will interact with cannabis experts and guest speakers in reviews of the plant, various cannabis products, the endocannabinoid system, laws and prohibition, growing and plant care, labeling, packaging, testing, employment

considerations, and more. This is a foundational course and is a prerequisite for the career track courses. This program is offered as a Hiflex option where students can choose to attend on campus or over zoom.

\$599

Cultivation Assistant

CANA 003 • 3 sessions

CRN 16472 SEC 51 Feb 26-Mar 12 S 9:00 a.m.-4:00 p.m.

A cultivation assistant helps the cannabis grow team with the activities of cultivating cannabis in all areas of the grow operation. The cannabis cultivation program is a 20-hour introductory course conducted over three weeks as an online self-paced, instructor-led class, and includes four, one-hour Zoom sessions to allow students to interact with industry professionals and with each other. This course considers agriculture as a multidisciplinary activity. Both indoor and outdoor growers need to have a knowledge of plants, pests (insect, animal, fungal, bacterial, and viral), the environment, economics, and marketing. Basic language and math skills are a foundation for all of this. Students will read and interpret information on growing great cannabis; review what it takes to become a successful grower; review plant biology, soils, hydroponics, plant health, nutrition, harvesting, trimming, inventory tracking and managing plant waste. Prerequisite: Cannabis Core.

This program is offered as a Hiflex option where students can choose to attend on campus or over zoom.

\$799

Extraction Technician

CANA 004 • 4 sessions

CRN 16473 SEC 51 Apr 2-16 S 9:00 a.m.-4:00 p.m.

An extraction technician has the skills to support safely extracting useful molecular components from cannabis and hemp using various techniques, including both solvent and solventless extractions such as carbon dioxide, ethanol, hydrocarbons, and more. The extraction technician program is a 20-hour introductory course conducted over three weeks as an online self-paced, instructor-led class and includes four, one-hour Zoom sessions to allow students to interact with industry experts and with one another. The curriculum gives students the basic fundamentals needed to work in a cannabis extraction laboratory. Topics covered include good lab practices; health and safety, metrics; solvent and solventless extractions; winterization; and dewaxing. Prerequisite: Cannabis Core.

This program is offered as a Hiflex option where students can choose to attend on campus or over zoom.

\$799

CORPORATE AND PROFESSIONAL EDUCATION

Culinary Assistant

CANA 005 • 7 sessions

CRN 16474 SEC 51 Apr 19-May 10 TW 6:00 p.m.-9:00 p.m.

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

Prerequisite: Cannabis Core. This program is offered as a Hiflex option where students can choose to attend on campus or over zoom.

\$799

Patient Services Associate

CANA 006

CRN 16475 SEC 51 Jan 29-Feb 12 S 9:00 a.m.-4:00 p.m.

A patient service assistant works at a cannabis dispensary and interacts with patients and customers, answers questions, and provides the correct information for registered cannabis patients, caregivers, and customers making purchases. The patient service associate program is a 20-hour introductory course scheduled over three weeks in six, three-hour sessions. During this course, students have the opportunity to earn certificates in customer service. You will review expectations of people working in cannabis retail for both adult and medical use. This program is offered as a Hiflex option where students can choose to attend on campus or over zoom. Prerequisite: Cannabis Core

\$799

Career

COVID-19 Health & Safety Policy

Students who wish to register for an in-person class (or a class with an in-person component) must provide proof of full COVID-19 vaccination a minimum of 7 business days prior to the start of any Spring 2022 Non Credit class. Instructions on how to do so can be found at hcc.edu/covid19. In addition, students, staff and visitors to any HCC building are required to wear a clean, well-fitting face mask that securely covers the mouth and nose, at all times.

Getting Paid to Talk

CRER 003 • 1 session

CRN 16592 SEC 51 Mar 9 W 6:30 p.m.-8:00 p.m.

CRN 16593 SEC 52 May 19 Th 6:30 p.m.-8:00 p.m.

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

\$45

Women's Leadership Series

CRER 065 • 1 session

CRN 16486 SEC 51 Jan 26 W 12:00 p.m.-1:00 p.m.

CRN 16487 SEC 52 Feb 23 W 12:00 p.m.-1:00 p.m.

CRN 16488 SEC 53 Mar 30 W 12:00 p.m.-1:00 p.m.

CRN 16489 SEC 54 Apr 27 W 12:00 p.m.-1:00 p.m.

CRN 16490 SEC 55 May 25 W 12:00 p.m.-1:00 p.m.

CRN 16491 SEC 56 Jan 26-May 25 W 12:00 p.m.-1:00 p.m.

Each month you will join a group of women leaders to discuss current issues and ideas to help your leadership development. You will have the opportunity to form a supportive network of women leaders to help you navigate your career. Join any one session for \$25 each, or join the full series for \$100. All sessions will be conducted over Zoom.



CORPORATE AND PROFESSIONAL EDUCATION

HR Management ACE Credit CRER 078

CRN 16543 SEC 51 Oct 1-Jun 30MTWThF
9:00 a.m.-10:00 a.m.

ACE Your Job Search CRER 079

CRN 16544 SEC 51 Oct 1-Jun 30MTWThF
9:00 a.m.-10:00 a.m.

Cert. Bookkeeper Exam Prep CRER 081 • 15 sessions

CRN 16561 SEC 51 Feb 1-Mar 28 TTh 5:30 p.m.-9:00 p.m.

Prepare to take the national certification exam to become Certified Bookkeeper and improve your chances of getting hired or promoted. The class covers accounting for payroll, inventory, depreciation, adjusting entries and corrections as well as internal controls and fraud protection. Some general bookkeeping or accounting knowledge is required. Instructor Michele Cabral.
\$1299

Learn to be a Personal Trainer or Group Fitness Leader

CRER 085

CRN 16591 SEC 51 Jan 31-May 7 W 5:30 p.m.-8:30 p.m.
S 9:00 a.m.-12:00 p.m.

This course is designed to prepare the student for the role of the personal and/or group fitness trainer and for successful completion of an International Certification Exam. The course includes both theoretical information and practical application of knowledge and skills used by the trainer and group exercise leader. Topics include exercise science, components of fitness, fitness assessments, program design, leadership skills and business aspects of personal training. Class on Wednesday is conducted over Zoom, on Saturday at HCC in person. Instructor Patricia Mantia.

\$399

ServSafe Prep. & Exam

CWD 026 • 2 sessions

CRN 15074 SEC 64 Feb 7-14 M 5:30 p.m.-9:30 p.m.
CRN 15131 SEC 67 Mar 7-14 TBA

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 Apr 12-26 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

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 ehebertdan-
cik@hcc.edu
f: 413.552.2745 testing@hcc.
edu

GED

Go to ged.com

Get-College-Credit Exams

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

GRE and TOEFL

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

HiSET Testing (Formerly GED)

Contact 413.522.2292 or hisset.ets.org to register

Kryterion

Go to www.kryteriononline.com to register

Law School Admissions Council

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

Pearson VUW

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

PSI/COMIRA

catsdoor04.com/cbt/online/login.jsp

ServSafe Exams

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

Distance Learning Proctored Exams

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

CORPORATE AND PROFESSIONAL EDUCATION

ServSafe Renewal

CWD 815 • 1 session

CRN 15073 SEC 64	Mar 14	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	Mar 14-15	MT	5:30 p.m.-8:30 p.m.
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Training and Intervention Procedures for Servers of alcohol. Earn an essential certificate for servers of alcoholic beverages. Improves service, reduces insurance costs.

\$49

Facebook & LinkedIn

CWD 616 • 1 session

CRN 15089 SEC 64	Mar 8	T	6:00 p.m.-9:00 p.m.
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CRN 15090 SEC 65	Apr 9	S	9:00 a.m.-12:00 p.m.
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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
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Our CISCO certified instructor will work with you to develop your knowledge & skill as well as to prepare you to become a Cisco certified network administrator. Introduction to Networks is the first course in a series of networking prep courses designed to help you pass your certification exam and become a Cisco Certified Network Associate (CCNA).

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

\$849



Preparation for the Real Estate Salesperson's Licensing Exam

CWD 829 • 5 sessions

CRN 15078 SEC 64	April 4-25	MWTh	6:00 p.m.-9:30 p.m.
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This 40 hour instructional & prep course will help you gain the knowledge you need to successfully pass the licensing exam and start your career in real estate sales. We will review topics including: Property rights & ownership, ownership types: condominiums, cooperatives, time shares, land use - subdivision, contracts & deeds, financing & mortgages, brokerage, appraisal, Fair Housing Laws and consumer protection issues, Massachusetts License Law. Participants must attend all classes in order to meet 40 hours of training required by the state of MA.

Books and other materials are purchased separately either in the HCC bookstore or online. We are using the MA Real Estate Principles & Practices book, 2nd edition.

\$399

Notary Public

CWD 830 • 1 session

CRN 15079 SEC 64	Feb 19	S	9:00 a.m.-12:00 p.m.
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CRN 15080 SEC 65	Mar 15	T	6:00 p.m.-9:00 p.m.
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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



Online PROFESSIONAL DEVELOPMENT for K-12 Educators

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

For information:

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

COURSE/CATEGORY PDPs

Classroom Management

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

Common Core

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

Common Core Standards

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

Differentiated Instruction

Why DI?	45	55
Try DI!	45	55

Undergraduate PDPs:

Graduate PDPs:

**UGRAD
PDPs**

GRAD

Fee: \$225

Fee: \$285

COURSE/CATEGORY PDPs

Early Childhood

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

Exceptional Education

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

Violence, Bullying & Aggression

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

Undergraduate PDPs:

Graduate PDPs:

**UGRAD
PDPs**

GRAD

45

55

Fee: \$255

Fee: \$304

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

CORPORATE AND PROFESSIONAL EDUCATION

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 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.

OSHA 10

CWD 863 • 2 sessions

CRN 15115 SEC 65 Apr 5-12 TTh 6:00 p.m.-9:30 p.m.

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

\$199

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.

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 552-2122 for dates, times and tuition cost. \$1,200. This course meets in Ware.

\$1200

ESOL-Culinary Putnam

CWD 958

CRN 16160 SEC 64 Oct 1-Jun 30MTWTh 3:30 p.m.-7:45 p.m.

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 MTWTh 3:30 p.m.-6:30 p.m.

CRN 16177 SEC 65 TBA F 8:00 a.m.-3:00 p.m.

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, 413-552-2929.

Emergency Medical Technician (EMT) Basic Program (HCC)

CERT 004 • 38 sessions

CRN 15723 SEC 51 Feb 8-Apr 28 S 8:00 a.m.-4:00 p.m.

CRN 15723 SEC 51 Feb 8-Apr 29 TTh 6:00 p.m.-10:00 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,



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safe and sane transportation and much more. Books and tests are purchased separately. For more information and to set up an interview before registration, contact 413-552-2123 or vsemyrog@hcc.edu.
\$1099

EMT-B Certification (Ware)

CERT 004 • 38 sessions

CRN 16415 SEC 52	TBA	S	9:00 a.m.-3:00 p.m.
CRN 16415 SEC 52	TBA	MW	6:00 p.m.-10:00 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: \$200, certification exams & licensing fees are not included. For more information or to register, contact Valentyna Semyrog at (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
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CFRE (Certified Fundraising Executives) Credits: 36 CEUs: 6 Access Time to Complete: 1 Year
An engaging and highly effective alternative to expensive credit programs, this online certificate program will introduce you to key current management issues for nonprofit organizations. Fundraising, board and volunteer development, budgeting, reading financial statements, leadership, marketing, grant writing, social media, and setting strategic direction are all addressed. Video commentary on these crucial topics will provide insight into how nonprofit professionals apply key concepts in their own organizations. Course also includes a capstone simulation that puts you in the role of Executive Director of the troubled Courtney Museum, dealing with a series of personnel, marketing, financial, and board/community relations issues. Individual courses 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
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Because corporate higher-ups and stakeholders can't support your ideas, or recognize you for them, without first understanding what they are, communicating clearly and concisely in written and oral formats is critical to your professional success. This certificate offers instruction on 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

Medical Interpreter

CERT 017 • 60 sessions

CRN 16465	SEC 51Feb 28-May 16
MW	6:00 p.m.-9:00 p.m.

CRN 16448	SEC 52Mar 26-May 28
S	9:00 a.m.-3:30 p.m.

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

Open to all languages, this 60-hour program provides working knowledge of medical interpreting, including standards of practice, ethics, HIPAA regulations, cultural competency, and medical terminology/vocabulary. The course provides intense practice via oral role plays on a variety of medical topics. 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 is not a language class. This program meets the National Board for Medical Interpreter Certification training requirement and prepares



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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

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:

- 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

To register, go to <https://www.mindedge.com/pd-ce-catalog>

\$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 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

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, 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://www.mindedge.com/pd-ce-catalog>

\$999

Video and Phone Remote Interpreting

CERT 027 • 30 sessions

CRN 16449 SEC 51 Apr 25-May 25 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

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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.

\$599

Legal Interpreting for Depositions, Due Process Hearings and Unemployment Hearings

CERT 028 • 48 sessions

CRN 16450 SEC 51 Feb 8-Apr 7 TTh 6:00 p.m.-9:00 p.m.

This 48-Hour class is open to all language interpreters who would like to expand their interpreting skills in legal settings. The course

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

No class March 15,17

\$1079

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 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 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 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

PERSONAL ENRICHMENT

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

Arts	15	Languages	23
Expression	16	Lifelong Learners (55+)	23
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Health and Fitness	20	Safety	25
Home and Garden	22	Testing & Test Preparation	25

Arts

COVID-19 Health & Safety Policy

Students who wish to register for an in-person class (or a class with an in-person component) must provide proof of full COVID-19 vaccination a minimum of 7 business days prior to the start of any Spring 2022 Non Credit class. Instructions on how to do so can be found at hcc.edu/covid19. In addition, students, staff and visitors to any HCC building are required to wear a clean, well-fitting face mask that securely covers the mouth and nose, at all times.

Beginning Digital Photography

ARTS 010 • 4 sessions

CRN 15031 SEC 51 Mar 9-30 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.

\$179

Color Photography

ARTS 011 • 4 sessions

CRN 15032 SEC 51 Apr 6-27 W 6:15 p.m.-8:45 p.m.

Refine your color picture-making skills. Work 'in synch' with your digital camera giving your work the 'WOW' factor. We'll cover framing, composition, light and shadow, and working with color. We'll explore your specific interests: family portraits, pet photos, action shots, close-up nature photos and more. Course is structured



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around student needs and includes instructor/
group critiques.
\$179

Introduction to Painting with Acrylics

ARTS 055 • 7 sessions

CRN 16087 SEC 51 Jan 24-Mar 14 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 21.
\$189

Intermediate Drawing

ARTS 062 • 7 sessions

CRN 16419 SEC 51 Mar 1-Apr 12 T 6:15 p.m.-9:15 p.m.

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

Supplies around \$25- \$50 not included in the tuition.
\$189

Watercolor and Pen and Ink

ARTS 063 • 7 sessions

CRN 16420 SEC 51 Mar 21-May 2 M 6:15 p.m.-9:15 p.m.

Do you like the soft flowing colors of water color but get frustrated with loosing 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

Intro to Gouache

ARTS 066 • 7 sessions

CRN 16562 SEC 51 Apr 19-May 31 T 6:15 p.m.-9:15 p.m.

Gouache is opaque watercolors. While not the most common word, it is a common medium in illustration. It can be used like watercolors or like acrylics but because the paint remains workable, it is easier than either. In this class we will explore its many usages; creating realistic pictures, decorative miniatures and cross hatched portraits. Each class we will be exploring a different technique and a subject matter. All levels welcome. Supplies of \$100 not included in the tuition.

\$189

Expression

COVID-19 Health & Safety Policy

Students who wish to register for an in-person class (or a class with an in-person component) must provide proof of full COVID-19 vaccination a minimum of 7 business days prior to the start of any Spring 2022 Non Credit class. Instructions on how to do so can be found at hcc.edu/covid19. In addition, students, staff and visitors to any HCC building are required to wear a clean, well-fitting face mask that securely covers the mouth and nose, at all times.

Piano for Pleasure: Private Lessons for Adults

EXPR 009 • 8 sessions

CRN 15249 SEC 51 Jan 24-Mar 21 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.



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"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 21
\$164

The Ukulele and You: Have Fun Making Music

EXPR 017 • 6 sessions

CRN 16580 SEC 51 Feb 15-Mar 22 T 6:00 p.m.-7:30 p.m.

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

Publish Your Book Guaranteed

EXPR 022 • 1 session

CRN 16574 SEC 51 Apr 6 W 6:00 p.m.-9:00 p.m.

What's the point of being a writer if nobody ever gets to read what you've written? Get a publishing professional's inside perspective on how to publish your manuscript and get it onto bookstore shelves, ebook form, and in audiobook. You'll learn everything you need to know, from designing your book and getting it reviewed, to online marketing, and to arranging your own promotional signing tours. Instructor David Ewen.
\$39

Individual Voice Lessons

EXPR 025 • 7 sessions

CRN 15251 SEC 51 Feb 2-Mar 16 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

Getting More Out of Your Ukulele: Advanced Workshop

EXPR 044 • 6 sessions

CRN 16581 SEC 51 Feb 15-Mar 22 T 7:30 p.m.-9:00 p.m.

Learn a selection of simple 4-8 chord song and find new, exciting ways to play them. We will discover how to inject variety and contrast into what we play. We will practice several new techniques, both for the left and the right hand. Discover how to play songs more simply and



musically. Learn how to put contrasts into your playing, and explore ways of performing with others where everyone plays something different. Instructor Don Rovero. The class conducted in person.
\$94

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

EXPR 046 • 8 sessions

CRN 15729 SEC 51 Feb 2-Mar 23 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

Celtic Fiddle for Absolute Beginners

EXPR 055 7 sessions

CRN 16564 SEC 51 Jan 16 - Feb 27 Su 9:00 a.m.-10:30 a.m.

CRN 16595 SEC 54 Jan 20 - Mar 3 R 7:00 p.m.-8:30 p.m.

Absolute Beginners is a free 6 week introduction course offered to any student who is registered to

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attend the Beginners course. These sessions can be used as extra practice sessions as well. These is class is over Zoom.

Free

Celtic Fiddle - Beginners Series

EXPR 55 7 sessions

CRN 16565 SEC 52	Jan.15-Feb.26	S	9:00 a.m.-10:30 a.m.
CRN 16596 SEC 55	Jan.19-Mar 2	W	7:00 p.m.-8:30 p.m.
CRN 16597 SEC 56	Mar 12-Apr 23	S	9:00 a.m.-10:30 a.m.
CRN 16598 SEC 57	Mar 23-May 4	W	7:00 p.m.-8:30 p.m.

Whether you are a new or experienced violin player, learn to play the Celtic Fiddle by ear in this 6-week online dynamic program. Each week students will attend a pre-recorded 50-minute video class and will be able to work at their own pace. During weeks 2, 4, & 6, students will join Colin MacLeod for live chats, Q&A and playing over Zoom and Sonobus. Students will learn four play-by-ear techniques. The Yodel,

Accompaniment, Pothole and Finger Watch approaches. About the Instructor - Colin MacLeod started playing violin in Scotland at an early age and was classically trained at school, gaining Grade 8 Violin Distinction. He has entered and participated in fiddle competitions, is a concert performer and offers workshops in Scotland, Australia and the U.S. The cost of the program is \$190.

Celtic Fiddle - Intermediate Series

2 sessions

CRN 16590 SEC 53	Mar 19-Apr 30	S	11:00 a.m. - 12:30 p.m.
CRN 16599 SEC 58	Mar 24-May 5	Th	7:00 p.m. - 8:30 p.m.

This 6-week self-paced intermediate course with three Q&A sessions builds on the Beginners course and the focus, in this course, turns to shaping a player's sound and building their playing confidence. In addition, the course starts to look at a wider range of rhythms of tunes and

examines various ways to play these tunes with decorations. This course suits both students who have completed the Beginners course as well as established players. The cost of the program is \$270.

Introduction to Frame Drum

EXPR 057 • 3 sessions

CRN 16569 SEC 51	Mar 24-Apr 7	Th	6:30 p.m.-7:45 p.m.
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Come learn to play the oldest archetypal instrument in the world. We will explore rhythm and the unique sound of the frame drum as we connect the strokes to the symbolic elements and learn to play in the lap position. You will learn the symbolic meaning of the drum itself along with a song to welcome in the season of the spring to the land and to our own bodies. Drumming is a great way to calm your mind and bring a healthy mindset and sense of presence to your life. Bring your own frame drum or purchase one through HCC for \$30. No experience needed
Instructor Melissa Vanek

\$45

Frame Drum - Beyond the Basics

EXPR 058 • 3 sessions

CRN 16570 SEC 51	Apr 14-28	Th	6:30 p.m.-7:45 p.m.
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The frame drum is a tool to connect you to your own inner rhythm, along with the rhythms the world itself shares. Come practice some techniques in boosting your own energy, health and creativity. We will practice weaving voice with the drum and add in the hand held position of playing the drum. Bring your own frame drum or purchase one through HCC for \$30. Prerequisite: Intro to Frame Drumming. Instructor Melissa Vanek.

\$45

Food

COVID-19 Health & Safety Policy

Students who wish to register for an in-person class (or a class with an in-person component) must provide proof of full COVID-19 vaccination a minimum of 7 business days prior to the start of any Spring 2022 Non Credit class. Instructions on how to do so can be found at hcc.edu/covid19. In addition, students, staff and visitors to any HCC building are required to wear a clean, well-fitting face mask that securely covers the mouth and nose, at all times.

Become a Professional Bartender

FOOD 002 • 7 sessions

CRN 15263 SEC 51	Mar 22-May 3	T	6:15 p.m.-9:15 p.m.
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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



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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. The class location; 164 Race street, Holyoke, MA 01040 Instructor: Quincy McCray.
\$269

Asian Take Out at Home: Healthy Meets Delicious

FOOD 042 • 1 session

CRN 16103 SEC 51 Apr 22 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 tingly 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

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

CRN 16439 SEC 51 Feb 25 F 6:00 p.m.-9:00 p.m.

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 star-of-the-show 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

Beer Brewing & Cider Making

FOOD 078 • 4 sessions

CRN 16571 SEC 51 Jan 24-Feb 21 M 6:00 p.m.-9:00 p.m.

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



the equipment and receive basic recipes to get started with their own brewing. The four sessions include:

Class 1: Cider

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

Class 2: Munich Dunkles Lager

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

Class 3: Porter

We'll brew a version of the classic porter and delve into British malting technology that

changed beer forever as well as focus on a daring case of international espionage that led to the world's present beer landscape.

Class 4: New England IPA

Jumping to beers of today, we'll brew a hazy, juicy example of craft beer's zeitgeist while charting the history of beer in the U.S., the origins of this approach to brewing, and the modern hop varieties that make it possible. Mike Schilling, the course instructor, holds an International Diploma in Brewing Technology from the Siebel Institute of Technology in Chicago and Doemens Akademie in Munich. The program location is on 342 Pleasant Street, Northampton, MA

\$75

PERSONAL ENRICHMENT



Wine Making

FOOD 079 • 6 sessions

CRN 16583 SEC 51 TBA

This class will provide a basic overview of the world of wine. We will discuss the history and how wine is made. Talk about the different varietals, how to read wine labels, and major wine growing regions of the world. And, finish with how this large worldwide business operates from the grower, to the vintner, to your table. Lastly, we will have a chance to try some of what we've learned in a class outing for those of legal age.

Class 1

History and wine making. It is nearly as ancient as human civilization and not much has changed from the beginning to today in the basics of making a good wine.

Class 2

Major growing regions of the world. From the Mediterranean to France, to the U.S., to South America and Australia, wine can be found in nearly every corner of the world. But, why are

some regions famous worldwide while others are overlooked?

Class 3

Reds. Cabernet, Pinot, Zinfandel, Merlot, Malbec, Syrah, Nebbiolo, all things red.

Class 4

Whites. Chardonnay, Sauvignon Blanc, Pinot Gris, Chenin Blanc, all things white

Class 5

Sparkling wines and dessert wines. Champagne, Cava, Prosecco, Reisling, Gewürztraminer, Moscato, Sauternes, Muscat, Lillet.

Class 6

The wine business. The growers, the vintners, the great estates, to how it gets to your table. The program location is 342 Pleasant Street, Northampton, MA

\$75

Cocktail Hour

FOOD 080 • 1 session

CRN 16575 SEC 51 Jan 14 F 6:00 p.m.-9:00 p.m.

Shrimp Scampi Toasts
Sausage Stuffed Mushrooms
Clams Casino

\$84

Street Food

FOOD 081 • 1 session

CRN 16576 SEC 51 May 11 F 6:00 p.m.-9:00 p.m.

Green Chili Chicken Tacos
Mexican Street Corn
Churros

\$84

Asparagus Salad with Pecorino

FOOD 082 • 1 session

CRN 16577 SEC 51 May 13 F 6:00 p.m.-9:00 p.m.

Asparagus Salad with Pecorino
Ricotta Gnocchi with Spring Peas and Pancetta
Strawberry Rhubarb Crisp

\$84

Health and Fitness

COVID-19 Health & Safety Policy

Students who wish to register for an in-person class (or a class with an in-person component) must provide proof of full COVID-19 vaccination a minimum of 7 business days prior to the start of any Spring 2022 Non Credit class. Instructions on how to do so can be found at hcc.edu/covid19. In addition, students, staff and visitors to any HCC building are required to wear a clean, well-fitting face mask that securely covers the mouth and nose, at all times.

Pilates Bodies

HLTH 009 • 12 sessions

CRN 15361 SEC 51 Feb 1-Apr 26 T 5:15 p.m.-6:15 p.m.

CRN 15363 SEC 52 Feb 1-Apr 26 T 5:15 p.m.-6:15 p.m.
(BC Members Only)

A total body workout on a mat that develops core strength, muscle flexibility and muscle balance. Appropriate for most people with varying levels of fitness. Strength, stabilization, flexibility, range of motion, body alignment & balance are goals of this class. Class takes place in a gently lit studio room with soft music playing to assist with your concentration. Modifications will be taught and the workout intensity can be easily adjusted to accommodate all levels of fitness. Bring a small towel to class. Instructor: Mary Shelasky.

No class March 16.

Sec 51: \$112

Sec 52 \$59

PERSONAL ENRICHMENT

Quick Step into Fitness

HLTH 010 • 12 sessions

CRN 15362 SEC 51	Feb 1-Apr 26	T	4:30 p.m.-5:00 p.m.
CRN 15364 SEC 52	Feb 1-Apr 26	T	4:30 p.m.-5:00 p.m.

Looking for a quick fun way to burn some calories, get your heart rate up and increase your metabolism? This class will warm you up, get your heart pumping and cool you down all in a very quick 30 minutes. Get your workout done and be on your way quick. Although the step routines are basic and easy to follow, the intensity increases throughout the class period. Repetition will help beginners stay in their comfort zone. Instructor: Mary Shelasky.

No class March 1.

Sec 51: \$64

Sec 52: \$34

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

HLTH 032 • 1 session

CRN 15353 SEC 51	TBA
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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	TBA
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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	Feb 4-Mar 18	F	4:45 p.m.-5:45 p.m.
CRN 15908 SEC 52	Feb 4-Mar 18	F	4:45 p.m.-5:45 p.m.
CRN 16030 SEC 53	Apr 8-May 6	F	4:45 p.m.-5:45 p.m.
CRN 16031 SEC 54	Apr 8-May 6	F	4:45 p.m.-5:45 p.m.

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

Instructor: Mary Shelasky.

No class February 25, March 4.

Sec 51 & 53: \$40

Sec 52 & 54: \$23

Breath-Body-Mind

HLTH 059 • 5 sessions

CRN 16236 SEC 51	Mar 8-Apr 5	T	1:00 p.m.-2:30 p.m.
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Learn to manage your nervous system. Learn to make your lungs stronger and to have more oxygen capacity. Learn simple, gentle breathing techniques to reduce stress, nervous anxiety and pain. If you have COPD, emphysema, asthma, high blood pressure, nervous anxiety or pain, this course can improve these conditions.

You will learn how these breathing techniques can enhance your physical, mental and emotional health and help us in the process of aging.

Instructor: Carol Pedigree

\$80

Reiki1 Certificate Program

HLTH 060 • 1 session

CRN 16424 SEC 51	TBA	S	10:00 a.m.-3:00 p.m.
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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.



PERSONAL ENRICHMENT

It teaches the student how to utilize (7) seven energy centers/Chakras through colors, meditation, 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 TBA 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.

\$125

Nursing Program Exam Preparation

HLTH 064 • 2 sessions

CRN 16468 SEC 51 May 14-21 S 10:00 a.m.-12:00 p.m.

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

\$49

Group Exercise Circuit Workout

HLTH 066 • 14 sessions

CRN 16568 SEC 51 Jan 29-Apr 30 S 12:00 p.m.-1:00 p.m.

The circuit workout includes a variety of exercises to improve cardiovascular fitness while building strength, endurance, and flexibility. Participants of all fitness levels are welcome to join this self-paced workout. (Depending on Covid, participants may be asked to bring their own mats.) Instructor Patricia Mantia.

\$129

Home and Garden

COVID-19 Health & Safety Policy

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Scale & Proportion

HOME 004 • 7 sessions

CRN 16572 SEC 51 Feb 2-Mar 16 W 6:00 p.m.-8:00 p.m.

Learn how to create floor plans with the customer's needs in mind. Covers: furniture scale, traffic patterns, lighting, accessory proportions, and incorporating multi-function pieces. With this knowledge, you'll be able to successfully balance out an entire space. Prerequisite: Interior Design 1 and 2 or faculty approval. Instructor Joanne Dusza-Athas

\$179

Textiles & Materials

HOME 005 • 7 sessions

CRN 16573 SEC 51 Mar 23-May 4 W 6:00 p.m.-8:00 p.m.

Learn what to consider when selecting fabrics and finishes including aesthetics, construction, durability, maintenance, and environmental concerns. Period fabrics and style, fibers, colors, and trims will be considered. Covers: window treatments and their design, manufacture, residential and commercial applications; blinds and hardware; wall art and wallpaper; and rugs including their period, fibers, finishes, and care. Prerequisite: Interior Design 1 and 2 or faculty approval.

Instructor Joann Dusza-Athas

\$179

PERSONAL ENRICHMENT

Languages

COVID-19 Health & Safety Policy

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Conversational French 1

LANG 005 • 7 sessions

CRN 15713 SEC 51 Jan 12-Feb 23 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. Gain more confidence in conversing in French. Instructor Ingrid Vega.

\$179

Conversational French 2

LANG 006 • 7 sessions

CRN 15714 SEC 51 Mar 2-Apr 14 W 6:00 p.m.-8:00 p.m.

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

\$179

Conversational Polish 1

LANG 007 • 7 sessions

CRN 16234 SEC 51 Feb 3-Mar 17 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 31-May 12 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 Jan 11-Feb 15 T 6:00 p.m.-8:00 p.m.

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

\$179

Spanish for Human Service Professionals

LANG 011 • 10 sessions

CRN 15896 SEC 51 Jan 12-Mar 16 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

Lifelong Learners (55+)

COVID-19 Health & Safety Policy

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Memory, Dementia & Alzheimer's

LIFE 012 • 1 session

CRN 15710 SEC 51 Apr 15 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,

PERSONAL ENRICHMENT



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

REWIRE: Finding Purpose & Fulfillment After Retirement **LIFE 042 • 1 session**

CRN 16578 SEC 51 Apr 27 W 6:00 p.m.-9:00 p.m.

Are you wondering how you will fill the 2080 hours per year you've spent at your full-time job when you retire? Boomers aren't retiring, they are "rewiring" by pursuing satisfying self-employment, volunteering, part-time jobs, hobbies or new learning. In this interactive workshop you'll complete a series of exercises and self-assessments, reflect and brainstorm with others, and create an action plan to help you transition into a satisfying new chapter of your life. You'll also leave with a list of valuable resources. People who are contemplating retirement or have already retired will benefit from these workshops. Instructor Barbara Foster.
\$39

Arguing Well: Philosophy of Getting Along with Anyone **LIFE 043 • 4 sessions**

CRN 16579 SEC 51 Mar 15-Apr 5 T 6:45 p.m.-8:15 p.m.

In this era of political polarization, it feels like nearly everything has become controversial. Strong opinions abound and just about all of us have experienced some of this tension with even our own friends and families. In this

discussion-centered workshop, we will learn and practice timeless philosophical methods for thinking more clearly, listening more openly, and speaking more convincingly by applying them to a variety of highly important social issues. Instructor Nick Harrison.
\$179

Money and Investment

COVID-19 Health & Safety Policy

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Retirement Planning Today **MONEY 009 • 2 sessions**

CRN 15402 SEC 51 Mar 8-15 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

Social Security Income Enhancing Strategies • MONY 062 • 1 session

CRN 15404 SEC 51 Apr 11 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 Basic **MONEY 071 • 2 sessions**

CRN 15926 SEC 51 Feb 17-24 Th 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. The class conducted over Zoom.

\$49

Protecting Financial Nest Egg a Class for for Seniors & Retirees **MONEY 072 • 2 sessions**

CRN 16249 SEC 51 Mar 2-9 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 conducted over Zoom

\$49

Safety

COVID-19 Health & Safety Policy

Students who wish to register for an in-person class (or a class with an in-person component) must provide proof of full COVID-19 vaccination. Instructions on how to do so can be found at hcc.edu/covid19. In addition, students, staff and visitors to any HCC building are required to wear a clean, well-fitting face mask that securely covers the mouth and nose, at all times.

Rape Aggression Defense

SFTY 004 • 5 sessions

CRN 16582 SEC 51 Feb 19-Mar 12 S 9:00 a.m.-11:00 a.m.

Self-defense techniques for women of all ages who may find themselves in an unsafe situation. This basic program is an effective, common sense approach to staying safe in all situations. Plenty of one-on-one skill training provided by a veteran campus police officer with 20 years of experience in law enforcement. Additional training levels include aerosol, advanced, and Kubaton for those women interested in enhancing their skill set in self-defense awareness. Includes a free lifetime return and practice policy. Instructor Kellie Cournoyer-Cronk

\$35

Testing & Test Preparation

COVID-19 Health & Safety Policy

Students, staff and visitors to any HCC building are required to wear a clean, well-fitting face mask that securely covers the mouth and nose. Masks must be worn all times in all indoor spaces. For more information visit hcc.edu/covid19.

Preparation for the HiSET

TEST 001

CRN 15763 SEC 51 TBA

For students who want to earn their high school credential and need a review of the High School Equivalency Test (HiSET) test subjects (language arts, social studies, science, math), and assistance in test-taking strategies. All students will be assessed in reading comprehension, math, and writing at the first class meeting which is required. Course includes a Computer Basics component on Tuesdays from 5pm - 6pm. Enrollment is limited to provide immediate and individualized attention to students.

This is an accelerated program. Individuals who are missing more than two years of formal high school should contact Community Services Department at 413-552-2123. Those 17 years of age or younger must provide official high school documentation indicating at registration that they are no longer enrolled high school.

\$199



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



WANTED:

engaging faculty for courses

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

Jeff Hayden, VP Business and Community Service
Holyoke Community College, Kittredge Center 319,
303 Homestead Ave., Holyoke, MA 01040

Or email: jhayden@hcc.edu



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.'"

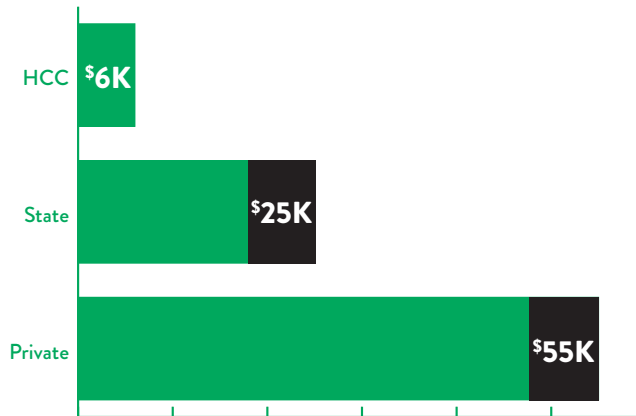
— Tameika Heathman
Psychology



DREAM

How much will it cost?

Do the math.

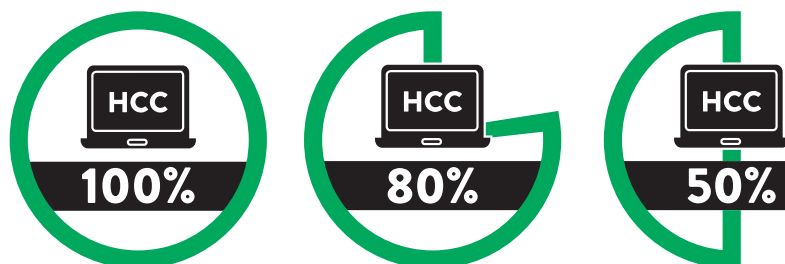


BEYOND THE CLASSROOM

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



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 - 25

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

ENROLLMENT FORM

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

QUESTIONS?

hcc.edu/bce
413.552.2500
413.552.2123

NOTE:

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

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

How'd you hear about us?

Please check all that apply.

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

About you:

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

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

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

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

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

Signature: _____

5 EASY WAYS TO REGISTER

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

Class selections:

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

Payment:

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

- | | |
|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Visa | <input type="checkbox"/> Check |
| <input type="checkbox"/> MasterCard | <input type="checkbox"/> Money Order |
| <input type="checkbox"/> Discover | |

Card number: _____
Expiration date: _____
Signature: _____

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

2021

spring@HCC
spring@HCC

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

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

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