spring

CLASSES BEGIN IN JANUARY.

@HCC

{ **Education**
isn't something
you can *finish* }

HOLYOKE
COMMUNITY
COLLEGE

Work and learn remotely — HCC can help!
Medical Interpretation, Line Cook, Nursing Assistant,
Pharmacy Technician, VESi, MindEdge and more inside!

REGISTER NOW @ HCC.EDU/BCE

Now serving...
The HCC MGM Culinary Arts Institute

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

Associate Degrees and Credit Certificate Programs

Contact Admissions at 413.552.2321
or admissions@hcc.edu

Professional Development Certificates

Line Cook Training

ServSafe

TiPS

Contact Maria Vargas at
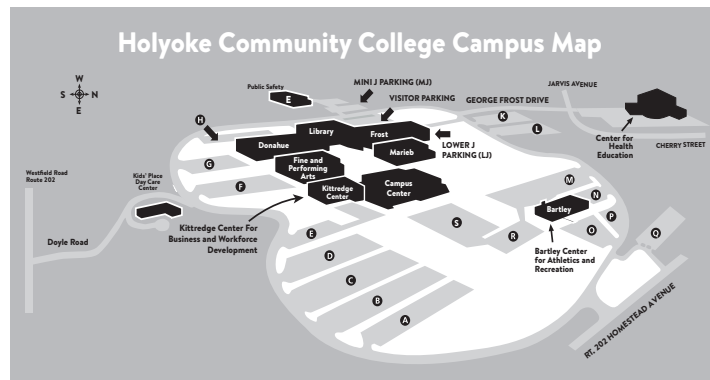413.552.2122, mvargas@hcc.edu

Personal Enrichment

Gourmet Cooking and Baking Classes
Contact Lanre Ajayi,
413.552.2324, lajayi@hcc.edu

Some classes may be remote during COVID-19.

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: Quaboag Region Workforce and Training Center
79 Main St. Ware, MA 01082
Kermit Dunkelberg,
kdunkelberg@hcc.edu,
413.552.2506

HCC MGM Culinary Arts Institute
164 Race Street
Holyoke, MA 01040
413.552.2838
hcc.edu/culinary

Ludlow Area Adult Learning Center (LAALC)
Pesha Black
413.552.2999 (Ludlow)
413.755.3765 (Springfield)
hcc.edu/esol
hcc.edu/job-ready

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

COURSE CANCELLATION

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

BENEFITS, TUITION WAIVERS, AND THIRD PARTY BILLING

State Employee Tuition Waivers
Present waivers at the time of registration. Waivers are not accepted by telephone, Fax, or mail.
For non-credit courses, full-time state employees, their spouses and dependent children up to age 25 are eligible for tuition remission of 50 percent of tuition only for any non-credit course(s) or program(s). **Tuition waivers will be honored so long as the minimum number of full-tuition-paying students per class has been met.**

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

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

WANTED:
engaging faculty for courses

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

Lanre Ajayi, Executive Director of Community Services
Holyoke Community College, Kittredge Center 221,
303 Homestead Ave., Holyoke, MA 01040

Or email: lajayi@hcc.edu • **Or call:** 413-552-2324

Conference Services & Facilities Rentals

THE KITTREDGE CENTER
FOR BUSINESS AND WORKFORCE DEVELOPMENT
HOLYOKE COMMUNITY COLLEGE

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**

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 Tehnician *
- ICD 9 and 10 Training

HOSPITALITY
- Hospitality and Culinary Program *
- ServSafe Certificate Program — TIPS Training

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

SAFETY
- Hoisting License Renewal Training
- OSHA-10 Certification
- OSHA-30 Certification

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

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

CORPORATE AND PROFESSIONAL EDUCATION

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

Corporate & Professional Education

Getting Paid to Talk
CRER 003 (1 session)

CRN 16592	SEC 51	Mar 7	T	6:30 p.m.-8:00 p.m.
CRN 16593	SEC 52	May 10	W	6:30 p.m.-8:00 p.m.

If you've ever wondered how to begin in voice over part time, full time, or for supplemental or retirement income, this workshop is a great, upbeat, and most importantly, realistic first step. Our easy to access remote learning system will take you behind the scenes at Voice Coaches main studios, where we regularly produce voice over content for clients including Netflix, Discovery, HGTV, Disney, Lifetime, Nickelodeon, and many more. From audio books, training material, animation, and commercials to socially relevant content, television, and much, much more: today's voice over field has become a great way to leverage your individual voice qualities and communication skill in a whole new way. The class will be presented via Zoom.
$45

Women's Leadership Series
CRER 065 (1 session)

CRN 16486	SEC 51	Feb 15	W	12:00 p.m.-1:00 p.m.
CRN 16487	SEC 52	Mar 15	W	12:00 p.m.-1:00 p.m.
CRN 16488	SEC 53	Apr 19	W	12:00 p.m.-1:00 p.m.
CRN 16489	SEC 54	May 17	W	12:00 p.m.-1:00 p.m.
CRN 16490	SEC 55	Feb 15-May 17	W	12:00 p.m.-1:15 p.m.
(Discount for all 4)				

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. Individuals signed for four programs, pay discounted price $75. (Use Section 55.)
$25 each session

Cert. Bookkeeper Exam Prep
CRER 081 (8 sessions)

CRN 16561	SEC 51	April 4-May 23	Tues	5:30 p.m. - 8:30 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.
$1,299

Learn to be a Personal Trainer or Group Fitness Leader
CRER 085 (12 sessions)

CRN 16591	SEC 51	Jan 28 - April 22	Sat	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. Instructor Patricia Mantia.
$399

Introduction to Bookkeeping
CRER 087 (9 sessions)

CRN 16704	SEC 51	Feb 8-Apr 11	W	5:30 p.m.-8:30 p.m.

Transitioning into bookkeeping because of a career change or new responsibilities at work? A combination of hands-on introduction and discussions will give you the basic tools to succeed as a bookkeeper. Topics include responsibilities/ liabilities of a bookkeeper, best business practices, internal control practices, typical financial reports, obligations to the IRS, closing fiscal year books and data security. Instructor Michele Cabral. No class on Feb. 15.
$199

ServSafe Prep. & Exam
CWD 026 (2 sessions)

CRN 15074	SEC 64	Feb 6-13	M	5:30 p.m.-9:30 p.m.
CRN 15131	SEC 67	Mar 6-13	M	5:30 p.m.-9:30 p.m.

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

Facebook & LinkedIn
CWD 616 (1 session)

CRN 15089	SEC 64	Mar 7	T	6:00 p.m.-9:00 p.m.

Through this interactive three hour workshop you will get started building your professional network with Facebook and LinkedIn. You will better understand general usage and best practices while avoiding the most common pitfalls. The workshop will help you define creative strategies for the growth and success of your business with a combination of learned concepts and practical computer training.
$79

CISCO I: Introduction to Networks
CWD 814 (17 sessions)

CRN 15077	SEC 64	TBA

Our CISCO certified instructor will work with you to develop your knowledge & skill as well as to prepare you to become a Cisco certified network administrator. Introduction to Networks is the first course in a series of networking prep courses designed to help you pass your certification exam and become a Cisco Certified Network Associate (CCNA). Introductions to Networks: Exploring the Network, Operating System, Network Protocols and Communications, Network Access, Ethernet, Network Layer, Transport Layer, IP Addressing, Subnetting IP Networks, Application Layers. For more information, contact (413) 552-2122.
$849

Real Estate Exam Prep.
CWD 829

CRN 15078	SEC 64	March 3 - 27	MWTh	6:00 p.m.-9:30 p.m.

This 40 hour instructional & prep course will help you gain the knowledge you need to successfully pass the licensing exam and start your career in

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

Notary Public
CWD 830 (1 session)

CRN 15079	SEC 64	Feb 18	Sat	9:00 a.m.-12:00 p.m.
CRN 15080	SEC 65	Mar 7	T	6:00 p.m.-9:00 p.m.

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

Advanced Call Center & Customer Service Training
CWD 845 (50 sessions)

CRN 15148	SEC 64	TBA

Developed in conjunction with local companies, this is an excellent training options for a 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 413.552.2122.

OSHA 10
CWD 863 (2 sessions)

CRN 15115	SEC 65	March 3 & 9	TR	9 a.m. - 12:30 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 handson, 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.
For more information, call 413.552.2122.

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

CRN 15723	SEC 51	Jan 24 - April 15	TR	6:00 p.m. - 10 p.m.
			Sat	9:00 a.m. - 4:00 p.m.

Program consists of upwards of 170 hours in class and on line preparation for State Certification Examinations. Approved by the Massachusetts Office of Emergency Medical Services, covers all aspects of emergency care including patient handling, extrication, communication, working with law enforcement, legal issues, ethics in emergency medicine, use of medical equipment, safe and sane transportation and much more. Texts: $200, certification exams & licensing fees are not included. For more information or to register, contact Lanre Ajayi, 413.553.2324 or lajayi@hcc.edu.
$1,099

CORPORATE AND PROFESSIONAL EDUCATION

TESTING SERVICES

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

CASTLE Worldwide
Go to www.castleworldwide.com to register

Crane Institute of America (CIC)
Go to craneinstitute.com

Christine Peyman
Testing Center Coordinator
p: 413.552.2112   cpeyman@hcc.edu
f: 413.552.2745   testing@hcc.edu

GED
Go to ged.com

Get-College-Credit Exams
CLEP, DSST
Go to hcc.edu/testing to schedule your test appointment.

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

HiSET Testing (Formerly GED)
Contact 413.522.2292 or hiset.ets.org to register

Kryterion
Go to www.kryteriononline.com to register

Law School Admissions Council
LSAC and MPRE
Go to www.lsac.org for registration information.

Pearson VUW
Contact the testing center to register or go to www.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 you test appointment.

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

CORPORATE AND PROFESSIONAL EDUCATION

Nonprofit Management
CERT 014

Online Only

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://mindedge.com/pd-ce-catalog/
$879 (entire program)

Business Communications
CERT 015

Online Only.

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://mindedge.com/pd-ce-catalog/
$299

Medical Interpreter
CERT 017 (60 hours)

CRN 16465 SEC 51 Feb 14 - April 27 TR 6:00 p.m.-9:00 p.m.

Medical interpreters are in great demand both in person and remotely by video or phone. Interpreters can elect to work for a hospital, school, or state agency, or as contractors with many agencies throughout the country. They can also elect to work remotely from home where they can work independently and make their own hours. Open to all languages, this 60 hour program provides working knowledge of medical interpreting, including standards of practice, ethics, HIPAA regulations, cultural competency, and medical terminology/vocabulary. The course provides intense practice via oral role plays on a variety of medical topics. The student will also be introduced to VRI (Video Remote Interpreting) and OPI (Over the Phone Interpreting). Offered in collaboration with TransFluenci EDU, this course is designed for those preparing for entry level careers as medical interpreters as well as for working interpreters preparing for the National Board Certificate exam. Students must be fully bilingual and must be fluent in English and one other language. This program meets the National Board for Medical Interpreter Certification training requirement and prepares you to pass the national certification exam. Upon successful completion of the course, students will receive a certificate of completion from the college and may elect to apply for national certification. Certification fees are not included. Students must possess a high school diploma or equivalent. Because a language assessment is required, students must register at least two weeks in advance.
$1,079

Certificate In Cybersecurity
CERT 018

Online Only

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://mindedge.com/pd-ce-catalog/
$499

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 **413.552.2324**,
go to **virtualeduc.com/holyoke**,
or go to **hcc.edu/bce**.

COURSE/CATEGORY PDPs	UGRAD PDPs	GRAD
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:	30	Fee: $230
Graduate PDPs:	40	Fee: $290

COURSE/CATEGORY PDPs	UGRAD PDPs	GRAD
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 & Cyber-Intimidation in Schools	30	40
Traumatized Child	30	40

Undergraduate PDPs:	45	Fee: $260
Graduate PDPs:	55	Fee: $309

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

Certificate in Data Analytics
CERT 020

Online Only

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 http://mindedge.com/pd-ce-catalog/
$399

Project Management Online
CERT 021

Online Only

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 http://mindedge.com/pd-ce-catalog/
$999

Computer & Technology

Introduction to Microsoft Word 2016
TECH 006 (4 sessions)

CRN 15498   SEC 51   March 14 - April 4   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: Brad Cabral.
$199

Introduction to Microsoft Excel 2016
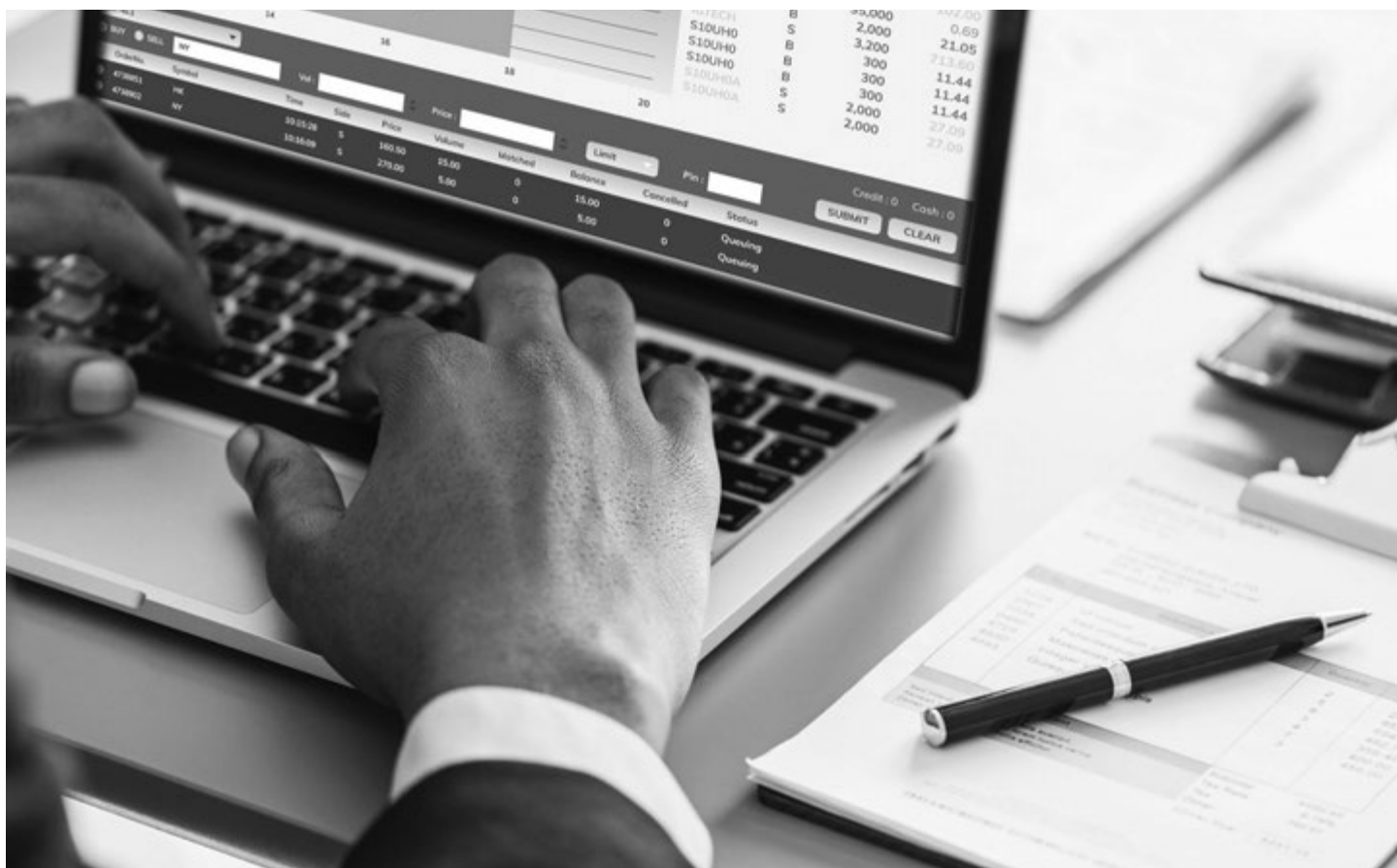### TECH 007 (4 sessions)

CRN 15483   SEC 51   April 11 - May 2   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: Brad Cabral.
$199

Introduction to Quickbooks 2015
TECH 010 (4 sessions)

CRN 15499   SEC 51   April 12 - May 3   W   6:00 p.m. 9:00 p.m.

Includes step by step instructions in getting the software up and running. We'll cover invoicing for services, accounts receivable management, entering and paying bills, accounts payable

management, writing checks, managing petty cash and checking accounts, reconciling bank statements. Prerequisite: PC (preferably Windows) and mouse experience and some basic bookkeeping and/or accounting experience assumed. Instructor: Michele Cabral.
$199

Intermediate Quickbooks 2015
TECH 066.51

CRN 16121   May 10 - 31   W   6:00 p.m. - 9:00 p.m.

Learn how to make your software do more with less effort. Course includes: setting up and running payroll, paying payroll liabilities, preparing payroll tax forms and reports; manually entering payroll when using an outside payroll service; creating budgets, budget reports and cash flow projections; entering sales and credit card payments when using an outside POS system; importing and exporting lists and reports; finding, customizing, printing, and saving reports; balance sheets; and profit and loss statements. Instructor: Michele Cabral.
$199

Introduction to Microsoft Office 2016
TECH 017 (4 sessions)

CRN 15482 SEC 51   Feb 14 - March 7   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: Brad Cabral.
$199

Cannabis Education Center

Cannabis Core Curriculum
CANA 001 (2 sessions)

CRN 16455	SEC 51	Jan 21 22	Sat/Sun	9:00 a.m.-4:00 p.m.
CRN 16493	SEC 52	Feb 11 12	Sat/Sun	9:00 a.m.-4:00 p.m.
CRN 16549	SEC 53	Mar 11 12	Sat/Sun	9:00 a.m.-4:00 p.m.
CRN 16563	SEC 54	Apr 22 23	Sat/Sun	9:00 a.m.-4:00 p.m.
CRN 16666	SEC 55	May 20 21	Sat/Sun	9:00 a.m.-4:00 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. Classes will be conducted over Zoom. $599

Cultivation Assistant
CANA 003 (5 sessions)

| CRN 16472 | SEC 51 | Mar 19 Apr 16 | Sun | 4:30 p.m.-6:00 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. Prerequisite Cannabis Core. The program runs with 4 live zoom sessions from 10 am-11 am on 2/26, 3/5, 3/12 and 3/19 $799

Extraction Technician
CANA 004 (4 sessions)

| CRN 16473 | SEC 51 | April 22 - May 13 Sat | 10:00 a.m.-11:30 a.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. $799

Culinary Assistant
CANA 005 (4 sessions)

CRN 16474   SEC 51   Jan 24-Feb 9   TTh   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. All sessions of program on Zoom.
$799

Patient Services Associate
CANA 006 (4 sessions)

CRN 16475   SEC 51   Jan 28-Feb 12 Sat/Sun 10:00 a.m.-1:00 p.m.

A patient service assistant works at a cannabis dispensary and interacts with patients and customers, answers questions, and provides the correct information for registered cannabis patients, caregivers, and customers making purchases. The patient service associate program is a 20 hour introductory course scheduled over three weeks in six, three hour sessions. During this course, students have the opportunity to earn certificates in customer service. You will review expectations of people working in cannabis retail for both adult and medical use. Classes will be conducted over Zoom. Prerequisite: Cannabis Core
$799

Safety

Rape Aggression Defense
SFTY 004 (5 sessions)

CRN 16582   SEC 51   Jan 4 - 25   W   5:00 p.m. - 7:00 p.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

PERSONAL ENRICHMENT

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

Arts

Beginning Digital Photography
ARTS 010 (4 sessions)

CRN 15031   SEC 51   Feb 9 - March 2   R   6:15 p.m. 8:45 p.m.

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

Color Photography
ARTS 011 (4 sessions)

CRN 15032   SEC 51   March 16 - April 6   R   6:15 p.m.-8:45 p.m.

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

Introduction to Painting with Acrylics
ARTS 055 (7 sessions)

CRN 16087   SEC 51   Jan 23-Mar 13   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 20.
$189

Introduction to Pastel
ARTS 058 (7 sessions)

CRN 16702   SEC 51   Apr 4-May 16   T   6:15 p.m.-9:15 p.m.

Did you love drawing with chalk as a child? Then this class is for you. Pastels are softer and more vibrant than your childhood chalk. Laying at the midpoint between drawing and painting, final pieces can be either emotive and painterly or detailed and realistic. In this class we will look at landscapes, portraits and still lifes as subjects. We will be discussing hard and soft pastels, pastel pencils, paper choices, fixatives and how to blend and use colors and different techniques to get different results. Come to play and get your hands dirty. Materials not included. Materials run $50-100. Instructor: Melissa Pandina.
$189

Watercolor and Pen and Ink
ARTS 063 (7 sessions)

CRN 16420   SEC 51   Jan 24-Mar 7   T   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 you drawing skills and become looser with your watercolors. All levels welcome. Instructor Melissa Pandina. Supplies around $100 not included in tuition.
$189

Intermediate Acrylics
ARTS 067 (7 sessions)

CRN 16703   SEC 51   Apr 3-May 22   M   6:15 p.m.-9:15 p.m.

Continue your exploration in acrylics. In this class, you will learn the importance of underpaintings and different lightning situations. We will explore different techniques to get to your desired style and the importance of warm and cool colors. This class takes you from acrylic sketches to finished paintings. Most students will finish 1 2 paintings. All levels welcome but class is geared to beginners. Materials NOT included. Typically $100 in materials. Instructor Melissa Pandina. No class on April 17.
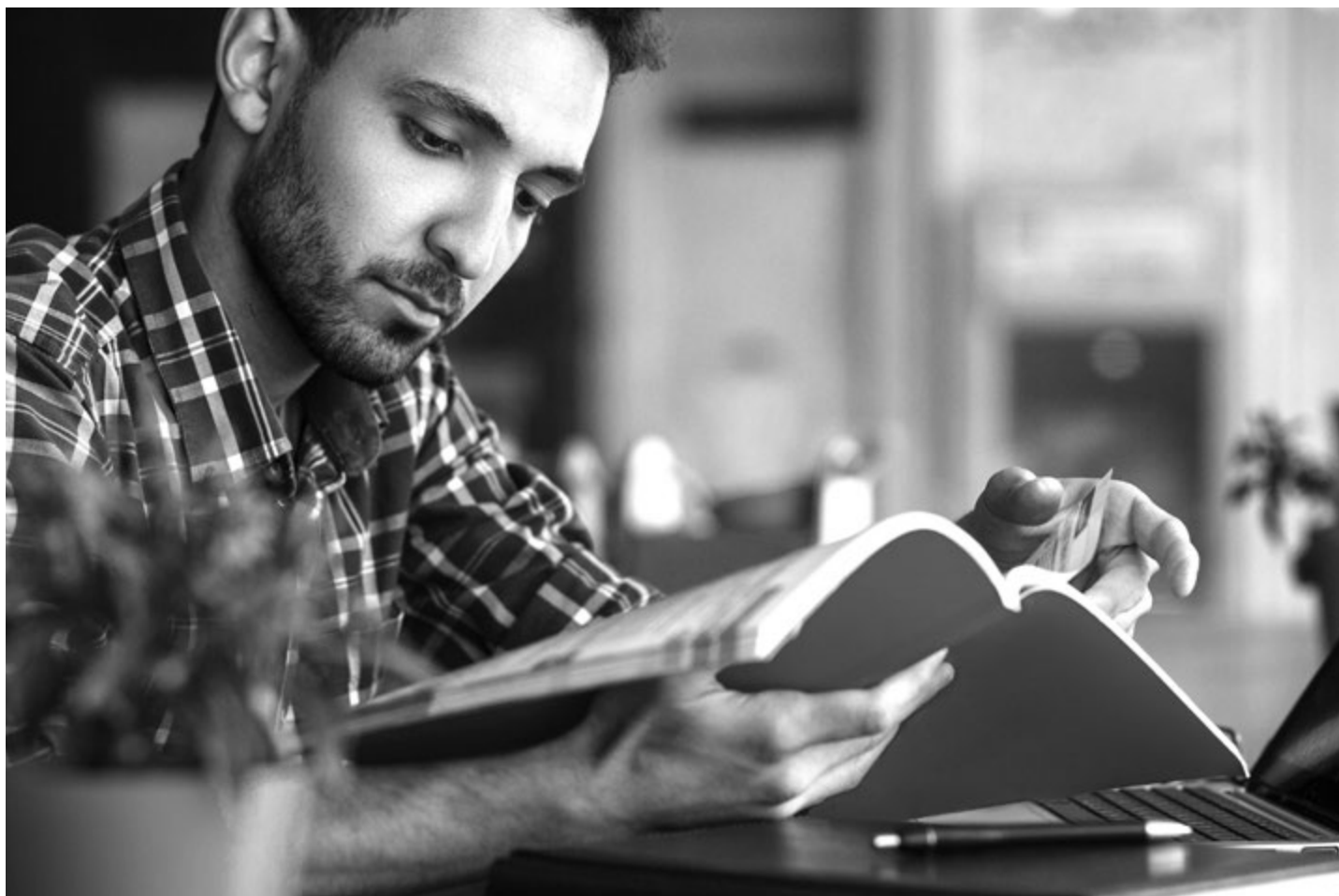**$189**

Expression

Piano for Pleasure: Private Lessons for Adults
EXPR 009 (8 sessions)

CRN 15249   SEC 51   Jan 23-Mar 20   M   3:30 p.m.-6:00 p.m.

It's never too late to learn to play the piano! Learn key names, body/hand position, scales, chords, rhythmic values and note reading in a relaxed environment. Uncover a variety of musical styles, including 12 bar blues. Must have access to a piano or keyboard for practice of weekly assignment. "Play Piano Now" (#17193) published by Alfred, is available at music stores or on line and needed for the first lesson. Upon registration, the instructor will contact you regarding a time slot. Instructor: Marie Meder. No Class on February 20
$164

The Ukulele and You: Have Fun Making Music
EXPR 017 (6 sessions)

CRN 16580 SEC 51   Feb 21 - April 4   T   6:00 p.m.-7:00 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

Getting More Out of Your Ukulele: Advanced Workshop
EXPR 044 (6 sessions)

CRN 16581 SEC 51   Feb 21 - April 4   T   7:00 p.m.-8:00 p.m.

Learn a selection of simple 4-8 chord song sand 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

Conversational Polish 1
LANG 007 (7 sessions)

CRN 16234 SEC 51   Feb 2 - March 30 R   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: Karolyna Kopczynski.
$179

Conversational Polish 2
LANG 044 (7 sessions)

CRN 16235 SEC 51   April 6 - May 25 R   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: Karolyna Kopczynski
$179

Celtic Fiddle Play by Ear
EXPR 055 (6 sessions)

CRN 16564 SEC 51   Jan 22 - March 5 Sun   9:00 a.m.-10:30 a.m.

Absolute Beginners is a free 6 week introduction course offered to any student registered to attend the Beginners Series course. These sessions can be used as extra practice sessions for people in Beginners or Intermediate. These is class is fully online. Free of cost.

Celtic Fiddle - Beginner Series
EXPR 055 SEC 52

CRN 16565 SEC 52   Jan 21 -March 4 Sat   9:00 a.m.-10:30 a.m.

Whether you are a new or experienced violin player, learn to play the Celtic Fiddle by ear in this 6-week dynamic program. Each week students will attend a pre-recorded 50-minute video class and will be able to work at their own pace. On Sundays from 2 - 4 p.m. eastern time, during week 2, 4, & 6, students will join Colin MacLeod

for live chats, Q&A and playing over Zoom and JamKazam. Students will learn play-by-ear techniques including The Yodel, Accompaniment, Pothole and Finger Watch approaches. About the Instructor - Colin MacLead started playing violin in Scotland at an early age and was classically trained throughout his career. He has entered and organized fiddle competitions, is a concert performer and offers workshops in Scotland, Australia and the U.S
$190

Celtic Fiddle for Intermediate Series.

CRN 16590   SEC 53   March 19-April 30   Sun   11:00 a.m.-12:30 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 **$297**

Celtic Fiddle - Beginners Series

CRN 16595   SEC 54   March 18-April 29   Sat   9:00 a.m.-10:30 a.m..

Whether you are a new or experienced violin player, learn to play the Celtic Fiddle by ear in this 6-week dynamic program. Each week students will attend a pre-recorded 50-minute video class and will be able to work at their own pace. On Sundays from 2 - 4 p.m. eastern time, during week 2, 4, & 6, students will join Colin MacLeod for live chats, Q&A and playing over Zoom and JamKazam. Students will learn play-by-ear techniques including The Yodel, Accompaniment, Pothole and Finger Watch approaches. About the Instructor - Colin MacLead started playing violin in Scotland at an early age and was classically trained throughout his career. He has entered and organized fiddle competitions, is a concert performer and offers workshops in Scotland, Australia and the U.S
$190

Food

Vegan Cooking Series

Wait, that's Plant Based
FOOD 090.51

CRN 16712   SEC 51   Apr 7   F   6:00 p.m.-9:00 p.m.

The menu: Pan Seared Scallops with a Creamy Corn Risotto & Confit Tomatoes". A flavorful and rich entree that will satisfy your cravings. However, we are completely Plant-Based. In this course, we will transform King Oyster Mushrooms

into delicious "scallops", make a creamy risotto without the use of cream, and compose a dish that is balanced and flavorful. Discover the art of infusing and layering flavors that will satisfy even those who shy away from plant -based cooking. **$80**

From the Roots UP
FOOD 090.52

CRN 16714   SEC 52   Apr 14   F   6:00 p.m.-9:00 p.m.

Host a brunch that everyone can enjoy! Here we will introduce you to breakfast foodsthat are completely plant-based but definitely exciting. Learn tips and tricks to heightening flavors. Learn how to cook a fluffy tofu scramble with turmeric...and make it delicious. We will rediscover other breakfast favorites such as savory home fries, the side of fruit that gets left behind and make an Avocado Toast that is better than theirs. One can start off their day from the roots up with this quick to make balanced meal. **$80**

Ramen with Umami
FOOD 090.53

CRN 16715   SEC 53   Apr 28   F   6:00 p.m.-9:00 p.m.

Who doesn't like ramen? Dive into this course and learn how to make delicious ramen bowls. We will discuss the term "Umami" and how to use it to our advantage. The ramen will be broken down into its three main components: the broth, the noodles, and the toppings. We will familiarize ourselves with ingredients such as flavorful miso,

savory & spicy bean paste, and the powerful shiitake mushrooms. We will pair the unique noodle bowls with a crisp wakame salad a creamy matcha ice cream for dessert. You will leave this course wanting more.
$80

Healthy Cooking for Heart
FOOD 091 (1 session)

CRN 16717	SEC 0	Jan 10	T	6:00 p.m. - 9:00 p.m.
CRN 16723	SEC 52	Jan 17	T	6:00 p.m.-9:00 p.m.
CRN 16724	SEC 53	Jan 24	T	6:00 p.m.-9:00 p.m.

Do you or a loved one have a family history of heart disease? Did you know certain foods can lower your risk of heart disease or help to manage it, while other foods may increase your risk? Making heart healthy changes to your daily meal plan does not have to be hard or boring. Oftentimes adding in sources of healthy fats, whole grains and high fiber fruits and vegetables can boost flavor and decrease your risk for chronic disease. Join Registered Dietitian, Marissa Chiapperino, to learn tips for preparing heart healthy meals. This 3 part cook along series will cover basic heart healthy nutrition information as well as recipes to make 3 different meals including dessert!

1 session: **Heart Healthy Breakfast Lab & "What is a Carb" Lecture**

2 session: **Heart Healthy Lunch Lab & "What is a Fat"**

3 session: **Heart Healthy Dinner Lab & What is a Protein"**

$80 each session

Healthy Cooking for Diabetes
FOOD 092 (1 session)

CRN 16725	SEC 51	Jan 12	R	6:00 p.m. - 9:00 p.m.
CRN 16726	SEC 52	Jan 19	Th	6:00 p.m.-9:00 p.m.
CRN 16727	SEC 53	Jan 26	Th	6:00 p.m.-9:00 p.m.
CRN 16730	SEC 55	Apr 6	Th	6:00 p.m.-9:00 p.m.
CRN 16731	SEC 56	Apr 13	Th	6:00 p.m.-9:00 p.m.
CRN 16732	SEC 57	Apr 27	Th	6:00 p.m.-9:00 p.m.

Do you or a loved one have diabetes? Did you know even some of your favorite foods can fit into a healthy routine...especially carbs? Balancing foods across various nutrient groups can help with blood sugar management. Making small adjustments to your daily meal plan does not have to be hard or boring. Oftentimes adding in sources of healthy fats, whole grains and high fiber fruits and vegetables can boost flavor and variety. Join Registered Dietitian, Marissa Chiapperino, to learn tips for preparing diabetes friendly meals. This 3 part cook along series will cover basic macronutrient information as well as recipes to make different meals including dessert!
$80 per session

Health and Fitness

Nia Dance
HLTH 069 (6 sessions)

| CRN 16709 | SEC 51 | Jan 17 Feb 21 | T | 5:30 p.m.-6:30 p.m. |
| CRN 16710 | SEC 52 | Mar 14 Apr 18 | T | 5:30 p.m.-6:30 p.m. |

Enjoy a barefooted cardio dance workout, energizing and conditioning the whole body! Dancing and moving to soul stirring music, Nia blends the precision and strength of the martial arts, the creative joy of the dance arts and the relaxing and restorative energy of the healing arts. While personalizing your intensity levels and through the mind body integrative action of Nia, you will find increased cardiovascular fitness, enhanced balance and flexibility as well as reducing stress and toning the body. Exercise will never be the same again! Come experience this joyful, fun, and exhilarating movement we call Nia! All levels of fitness are welcome. (Optional to bring a yoga mat for floor work at the end of class)
$49

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

Home and Garden

Scale & Proportion
HOME 004 (7 sessions)

| CRN 16572 | SEC 51 | Jan 3 - Feb 14 | T | 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 | Feb 21 - April 4 | T | 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

Languages

Conversational French 1
LANG 005 (7 sessions)

| CRN 15713 | SEC 51 | Feb 2 - March 16 | R | 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 | March 23 - May 4 | R | 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.

PERSONAL ENRICHMENT

Suggested prerequisite: a basic knowledge in French grammar. Instructor Ingrid Vega.
$179

Basic Conversational Spanish 1
LANG 008 (7 sessions)

CRN 15721   SEC 51   Mar 7 Apr 25   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

Portuguese for Beginners
LANG 054 (10 sessions)

CRN 16738   SEC 51   March 7 - April 25   T   6:00 p.m.-8:00 p.m.

Portuguese is the official language of several countries, including Portugal, Brazil, and a number of African nations. With 200 million native speakers –including over 51% of the South American population, Portuguese is a valuable and popular language to learn. Whether you need it for work, school, family or vacation, this course will provide you with some very basic grammatic structures, everyday vocabulary and sentences that will help you interact with Portuguese speakers. You will also have fun learning Portuguese with music and video. Instructor: Monica Rocha Antonini
$179

Spanish for Healthcare
LANG 043 (10 sessions)

CRN 16711   SEC 51   Mar 8-Apr 26   W   6:00 p.m.-8:00 p.m.

Designed for healthcare professionals, case workers, and staff, to develop your fluency, pronunciation and oral comprehension in the local dialect of Spanish. Intended for individuals with little or no knowledge of Spanish. Contextualized for medical and health related settings. Basic grammatical structures will be used to communicate needs, desires, preferences, and basic personal information such as health issues, medical concerns and pain management. Customs and cultural insights will also be presented. Instructor Karolina Kopczynski.
$284

Lifelong Learners (55+)

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

CRN 15710   SEC 51   Feb 9   Th   1:00 p.m.-3:00 p.m.

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

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.
$1,949

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

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.
$2,999

Become a Professional Bartender
FOOD 002 (7 sessions)

CRN 15263   SEC 51   TBD   T   6:15 p.m.-9:15 p.m.

In this interactive class, hone the skills necessary to embark on a career as a professional mixologist. Learn to create cocktails from time honored industry staples to the latest trends. Gain knowledge about the various forms of alcohol, correct pouring techniques, drink recipes, as well as legal liability and customer service techniques. The focus of this course is to prepare students for a career in the industry, but it is also relevant to those who wish to ply this craft at home. No experience necessary, but a desire to learn and a can do attitude are mandatory.Text is the Ultimate Bar Book: The Comprehensive Guide to Over 1,000 Cocktails by Mittie Hellmich. The program conducted in person on 164 Race Street, Holyoke, MA.
$269

Small Group Fitness Training – The "Start-Up" Program
HLTH 032 (6 sessions)

CRN 16739   SEC 51   Jan. 30-March 6   M   5:45 p.m. - 7:00 p.m.

This "Start-Up" class is designed to help individuals who need assistance in designing a safe, effective exercise program and those with a desire to learn proper use of equipment. In this six-week class, participants will learn the fundamentals of fitness programming while exercising in a semi-private environment. Topics include discussion and practice of warm-ups, cardiovascular exercise, resistance training, stretching and exercise progressions. Students should dress for movement (sweatpants, yoga pants, shorts, t-shirts) and hand carry clean sneakers to the gym.
$65

Small Group Fitness Training – The "Moving-Up" Program
HLTH 032 (6 sessions)

CRN 16740   SEC 51   March 20 - May 1   M   5:45 p.m. - 7:00 p.m.

The "Moving-Up" class is designed to help individuals move beyond the basics of safe and effective fitness programming. In this six-week class, participants will learn and advanced exercises and proper use of exercise tools such as therapy balls, body bars, bosu balls, etc. Topics include exercise progressions, muscle balancing, isolation vs. compound exercises, and exercises to enhance posture, balance, and performance. Students should dress for movement (sweatpants, yoga pants, shorts, t-shirts) and hand carry clean sneakers to the gym. This class is designed for individuals who are comfortable with the fundamentals of exercise and have basic knowledge of the musculoskeletal system.
$65

Reiki1 Certificate Program
HLTH 060 (1 session)

CRN 16424   SEC 51   Jan 21   Sat   10:00 a.m.-3:30 p.m.

Reiki 1: class teaches the history of Reiki and how the body heals better in a state of relaxation. It helps with Stress Management and Anxieties. It teaches the student how to utilize (7) seven energy centers/Chakras through colors, mediation, and candles, and crystals. How to balance and unblock your energy centers/ Chakras It teaches about the positive and negative sides of our energy centers/ chakras. It shares how "Attitudes can make or break a home, community, or church. It introduces the student to Animal wisdom and how animals affect our lives. It shares the connection between Mother Nature and our energies as well as spices, music and art can help reduce stress and promote healing. Instructor Sherry Mitchell. The class will be conducted via Zoom.
$100

Reiki 2 Certificate Program
HLTH 061 (1 session)

CRN 16425   SEC 51   Feb 18   Sat   10:00 a.m.-3:30 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. The class will be conducted via Zoom. Prerequisite: Reiki 1
$100

Animal Reiki Communication
HLTH 062 (1 session)

CRN 16426   SEC 51   April 15   Sat   10:00 a.m.-2:00 p.m.

Animal Reiki Communication Class: is designed to help those who are certified in Reiki communicate and aid in the healing process with animals. The class introduces the student to Animal wisdom and how animals affect our lives. It teaches the student about the (7) seven animal energy centers/Chakras and techniques on how to work with domestic animals such as dogs, cats, birds, and horses. It teaches one to one healing and distance healing techniques. It teaches the student how to use a Pendulum to help assist in the assessment of the energy with the Chakras. Instructor Sherry Mitchell. Prerequisite for Animal Reiki Communication: must be certified in Reiki 1 and Reiki 2 by a Certified Reiki Master. The class will be conducted via Zoom. Prerequisite: Reiki 1 & 2
$60

Youth Programs

Minecraft Redstone Engineers (age 8-14)
YUTH 083 (5 sessions)

CRN 16706   SEC 51   Feb 20 -24 MTWThF 1:00 p.m.-4:00 p.m.

Take the next step beyond simply "playing" Minecraft and become a true Redstone engineer. Expand your Redstone knowledge by constructing your own carnival with a variety of mini games, roller coasters, and attractions powered by Redstone. Learn how to use Command and Structure blocks to incorporate them into your builds. Activate your skills and take your Minecraft structures to the next level! Students must have the Java version of Minecraft to take this class. Tablet, phone, and game console versions of Minecraft are not compatible. Ages: 8 11 and 11 14 *In room is compatible with Windows OS only. Online is compatible with MAC and Windows OS only.
$179

Minecraft Modders (age 8-14)
YUTH 085 (5 sessions)

CRN 16705   SEC 51   Feb 20-24 MTWThF 9:00 a.m.-12:00 p.m.

Customize your own Minecraft world and mod the classic game in this one of a kind class. Learn scripting and logic statements as you create your first mods. Students will create a wide variety of new elements, gameplay mechanics, and world generating mods to change the way you play Minecraft. Projects will be available on a password protected Black Rocket website to share with friends and family. Students must have the Java version of Minecraft to take this class. Tablet, phone, and game console versions of Minecraft are not compatible. Returning students can create more advanced projects that build on previous years. Ages: 8-11 and 11-14. *Compatible with MAC and Windows OS only.
$179

Code Breakers (age 8-14)
YUTH 091 (4 sessions)

CRN 16707   SEC 51   Apr 18-21   TWRF   9:00 a.m.-12:00 p.m.

Calling all future coders, programmers, & designers! Learn the basics of coding languages like HTML, JavaScript, and CSS through a series of web projects and design challenges each day and be on your way to becoming the next tech star! Whether you want to be a Silicon Valley CEO or the high school student who just made $1 million dollars for programming in her bedroom, this course has the essentials you need to begin your journey. Projects will be available on a Black Rocket website to share with friends and family. Returning students can create more advanced projects that build on previous years. Ages: 8-11 and 11-14. *Compatible with MAC, Windows, and Chrome OS.
$179

Python Brogrammers (age 8 14)
YUTH 100 (4 sessions)

CRN 16708   SEC 51   Apr 18-21   TWRF   1:00 p.m.-4:00 p.m.

Want to learn the world's fastest growing programming language favored by Google, NASA, Youtube, and the CIA? Learn how to code with Python to create engaging apps and games. Each lesson takes you step by step on a programming path that will let you challenge friendswith fun content you create from start to finish! Returning students can create more advanced projects that build on previous years. Ages: 8-11 and 11-14. *Compatible with MAC, Windows, and Chrome OS.
$179

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

UX/UI Bootcamp:

Duration: 12 Weeks
Time Commitment:
    Full-Time;
    Mon - Fri 9 AM - 5 PM (EST)
Total Hours: 480
Cost: $10,000
Dates:
    Jan 23 - April 14, 2023
    March 20 - June 9, 2023
    May 22 - Aug 18, 2023

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

The Opportunity: Immerse yourself in the world of UX/UI (product) design by learning the research methods and design practices used by industry professionals to change your career into a high-demand, high-growth, and high-paying industry. Obtain not only a technical and design education but also develop critical skills to obtain a successful and sustainable career! Our UX/UI graduates see an average salary increase of 30.75% upon graduation ($12,300 on average).

Program Benefits: In addition to learning skills that employers need for UX/UI candidates, our graduates are job-ready upon graduation with the assistance of our Career Services team. While in class, our students learn about the design industry, career pathways, the job market, and the job search process. They also receive a customized job search strategy and unlimited 1:1 career coaching. Alongside technical instruction and Career Services, students develop their interpersonal skills through collaboration. They work on a real-world project with a real company that further enhances their experience in speaking the industry language and building the skills necessary to contribute to a team effectively. Network weekly with guest speakers from the industry where we hear from different UX/UI designers, managers, and more!

What You Will Learn: User interface (UI) design is the process of creating the outward-facing appearance of a website or application, while the process of gathering research and using data to inform design decisions is referred to as user experience (UX) design. In this course, you learn both. Starting with the fundamentals, you will quickly advance through topics of increasing complexity, applying creative problem-solving skills to design and iterating on your designs based on research. You will learn how to defend your designs with data using the performance metrics you create. Lastly, you will leave this course knowing how to clearly implement every step of the design process, from concept to full-scale design prototypes.

Software Development Bootcamp:

Duration: 12 Weeks
Time Commitment:
    Full-Time;
    Mon - Fri 9 AM - 5 PM (EST)
Total Hours: 480
Cost: $10,000
Dates:
    Jan 23-April14, 2023
    Feb 21-May 12, 2023
    March 20-June 9, 2023
    April 17-July 14, 2023
    May 22-Aug 18, 2023

Duration: 24 Weeks
Time Commitment:
    Part-Time; Tues & Thurs 6 PM - 9 PM,
    Sunday 1 PM - 7 PM
Total Hours: 480
Cost: $10,000
Dates:
    Jan 17-June 2, 2023
    March 13-Aug 26, 2023
    May 9-Oct 22, 2023

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

The Opportunity: There is no better time than now to jump into the world of software development! As the world becomes increasingly reliant on technology, the demand for programming skills is at an all-time high. Our grads see an average increase in salary of $15,000 in their first job after graduation, and salaries only continue to grow from there. This program teaches the most widely used programming language in the world - JavaScript. Companies big and small, including Google, LinkedIn, Facebook, and Netflix all use JavaScript to power parts of their web applications.

Program Benefits: In addition to learning in-demand skills, our graduates are job-ready upon graduation with the assistance of our Career Services team. While in class, our students learn about the tech industry, career pathways, the job market, and the job search process, and receive a customized job search strategy and unlimited 1:1 career coaching. Alongside technical instruction and Career Services, students develop their interpersonal skills through collaboration, where they work on a real-world project with a real company that further enhances their experience in speaking the industry language and building the skills necessary to effectively contribute to a team. Network weekly with guest speakers from the tech industry where we hear from different software developers, web designers, and development managers. See what code looks like in real technical environments, and discuss interviewing techniques, career pathways, and much more.

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

Software Development Ignition:

Duration: 10 Weeks
Time Commitment:
  Part-Time;
  Mon & Wed 6 PM - 9 PM (EST)
Dates:
  Jan 10-March 16, 2023
  March 7-May 11, 2023
  May 9-July 17, 2023

Total Hours: 60
Cost: $4,000
Dates:
  Feb 6-April 12, 2023
  April 10-June 9, 2023
  June 5-Aug 9, 2023

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

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

What You Will Learn: JavaScript Ignition is a 10-week, part-time course hosted during the evenings twice per week. Each week you will learn a new concept that guides you through the basics of JavaScript programming to an intermediate level. Along the way, you will be working through projects of increasing complexity as you advance into your final project - a fully functioning web application. You will learn to code with JavaScript, functions, logics, input/output, data structures, the World Wide Web, client-side coding, server-side coding, and advanced layouts with CSS.

HOLYOKE
COMMUNITY
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CER-TIFIC-ATES

DEGREES

Certificates

Accounting
Addiction Studies
Cannabis Cultivation
Child Development
Clean Energy
Community Health Worker
Culinary Arts
Cyber Security
Deaf Studies
Developmental Disabilities Direct Support
Direct Care Worker
Graphic Design
Hospitality Management
Human Resource Management
Human Services
Infant/Toddler and/or Preschool
Marketing
Medical Assistant
Medical Billing & Coding
Mental Health Studies
Music Performance
Practical Nursing
Veterinary Assistant

Degrees

Accounting
Applied Technology
Behavioral Neuroscience
Biology
Biotechnology
Business Administration
Chemistry
Child and Family Studies
Clean Energy
Communication
Communication, Media & Theater Arts
Computer Science
Computer User Support
Creative Writing
Criminal Justice
Critical Social Thought
Culinary Arts
Cyber Security & Digital Forensics
Deaf Studies
Early Education and Care
Education - Elementary
Education - Secondary
Engineering
English
Environmental Science
Foundations of Health
Geoscience
Graphics
Hospitality Management

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

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

Check hcc.edu/explore for a listing of information sessions for your program of interest.

HOLYOKE COMMUNITY COLLEGE

CER-TIFIC-ADOS

TÍTULOS

Certificados

Contabilidad
Estudios de Toxicomanía
Cultivo de Cannabis
Desarrollo Infantil
Energía Limpia
Trabajador de Salud Comunitaria
Artes Culinarias
Ciberseguridad
Estudios de la Sordera
Discapacidades del Desarrollo Apoyo Directo
Trabajador de Cuidado Directo
Diseño Gráfico
Gestión de Hotelería
Gestión de Recursos Humanos
Servicios Humanos
Bebé/Niño Pequeño y/o Preescuela
Mercadeo
Asistente Médico
Facturación y Codificación Médica
Estudios de Salud Mental
Interpretación Musical
Enfermería Práctica
Asistente de Veterinario

Títulos

Contabilidad
Tecnología Aplicada
Neurociencia del Comportamiento
Biología
Biotecnología
Administración de Empresas
Química
Estudios Infantiles y de Familia
Energía Limpia
Comunicación
Comunicación, los Medios y el Teatro
Informática
Asistencia al Usuario Informático
Escritura Creativa
Justicia Penal
Pensamiento Social Crítico
Artes Culinarias
Ciberseguridad y Análisis Forense Digital
Estudios de la Sordera
Cuidado y Educación Temprana
Educación - Primaria
Education - Secundaria
Ingeniería
Inglés
Ciencias Ambientales
Fundamentos de la Salud
Geociencia
Gráficos
Gestión de Hotelería

Gestión de Recursos Humanos
Servicios Humanos
Tecnología Informáticay
Estudios Latinos
Artes Liberales y Ciencias
Mercadeo
Matemáticas
Música
Recursos Naturales
Enfermería*
Física
Psicología
Tecnología Radiológica*
Sociología
Gestión Deportiva
Artes Teatrales
Universidad sin Barreras
Técnico Veterinarion*
Artes Plásticas

Los programas de enfermería, enfermería práctica, tecnología radiológica y técnico veterinario son competitivos y requieren la asistencia a una sesión de información obligatoria ofrecida cada mes.

*Consulta **hcc.edu/explore** para la lista de sesiones de información sobre el programa que te interesa.*

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

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

Educate.
Inspire.
Connect.

Holyoke Community College aspires to be a college of academic excellence known for helping students overcome barriers to success. Holyoke Community College offers top-tier Corporate and Professional Education, Personal Enrichment and Academic Programs.

Corporate and Professional Education

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

Pages 05 - 14

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

Personal Enrichment

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

Pages 15 - 21

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

HOLYOKE COMMUNITY COLLEGE

BUSINESS & COMMUNITY EDUCATION COURSES
ENROLLMENT FORM

QUESTIONS?
hcc.edu/bce
413.552.2500

NOTE:

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

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

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

How'd you hear about us?   *Please check all that apply.*

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

About you:

Last name: _____ First name: _____

Date of birth: _____ Phone: _____ Email: _____

Street address: _____

City: _____ State: ____ Zip code: _____

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

Signature: _____

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:
		Total:	

Payment:

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

- ☐ Visa
- ☐ MasterCard
- ☐ Discover
- ☐ Check
- ☐ Money Order

Card number: _____

Expiration date: _____

Signature: _____

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

2022

spring@HCC

Holyoke Community College
303 Homestead Avenue, Holyoke, MA 01040
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Professional Development
& Personal Enrichment Courses

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