

SUMMER

@HCC



HOLYOKE
COMMUNITY
COLLEGE

Summer Youth Programming Information, see page 12

Get ready to return to work by learning in new ways!
Customer Service, Line Cook, Nursing Assistant, Pharmacy Technician, VESi, MindEdge Inside.

Due to COVID 19, class schedules and delivery modes may change. Updates posted on hcc.edu with classes beginning in June. Register now at 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

Culinary & Hospitality Programs

See pages 13

ServSafe

See page 11

TiPS

See page 11

Contact Maria Vargas at
413.552.2122, mvargas@hcc.edu

Grant-funded Programs

See pages 11

Personal Enrichment

Gourmet Cooking and Baking Classes

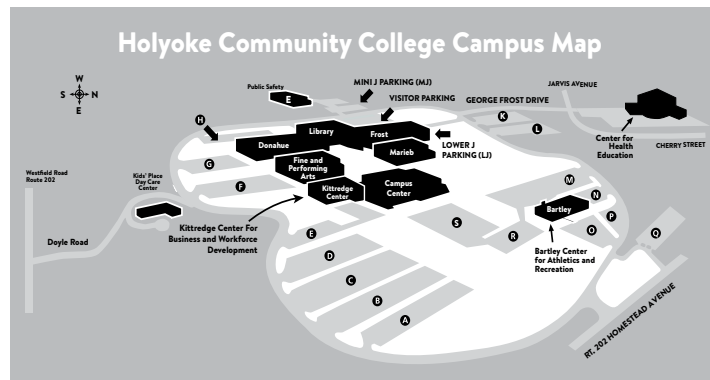
See page 17. Contact Valentyna Semyrog,
413.552.2123, vsemyrog@hcc.edu

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

164 Race Street, Holyoke MA



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

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

Course Registration Information

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

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

CLASS SCHEDULES

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

FEES

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

REFUND POLICY FOR NON-CREDIT COURSES

Courses (with six or more meetings)

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

Courses (with five or fewer meetings)

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

COURSE CANCELLATION

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

BENEFITS, TUITION WAIVERS, AND THIRD PARTY BILLING

State Employee Tuition Waivers

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

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

Third Party Billing (Company-Agency Payments)

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

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



HOME BUILDERS/REMODELERS OF MA COURSES

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

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

Building An Airtight Home
HBRA 003

Fall Prevention and Silica Safety
HBRA 004

Lead Safety Isn't Just About Lead Paint
HBRA 006

Avoiding Costly Construction Mistakes
HBRA 007

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

Keeping Moisture Out & Flashing Techniques
HBRA 009

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

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



Casino Dealer Gaming School

See pages 9-10

For training opportunities for
jobs at MGM Springfield, go
to **mccti.org**.



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

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.

Computers & Technology	5	Testing & Test Preparation	9
Occupational Training	6	Customized Professional Development .	10
Home Builders/Remodelers of MA	7	Personal Enrichment	11
Leadership	9		

Computers & Technology

Introduction to Microsoft Office 2016 • TECH 002 • 4 sessions

CRN 25311 SEC 51 Jun 2-23 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

Introduction to Microsoft Word 2016 • TECH 006 • 4 sessions

CRN 25312 SEC 51 Jun 30-Jul 21 T 6:00 p.m.-9:00 p.m.

Learn to use the powerful features of Microsoft® Word, the world's foremost word processing software. Topics include: typing and deleting text, undoing/redoning, formatting and cutting, copying and pasting text, creation of 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 25313 SEC 51 Jul 1-22 W 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. Excel charting and graphing techniques also covered. Students must

have keyboarding and computer experience. Instructor Renee Tetrault.
\$199

Acing the Online Class (Free)

TECH 076 • 1 session

CRN 25517 SEC 64 Aug 25 T 5:00 p.m.-7:00 p.m.

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

Tech Tools for Students (Free)

TECH 077 • 1 session

CRN 25518 SEC 64 Aug 27 Th 5:00 p.m.-7:00 p.m.

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

Hot Jobs in IT (Free)

TECH 081 • 3 sessions

CRN 25447 SEC 51 Jul 14-Aug 6 TTh 5:00 p.m.-8:00 p.m.

Interested in a career in technology? Want to try it out before committing? This four week evening workshop series provides an opportunity to do hands on activities in coding, user support, web design, and computer science. No prior experience needed.
\$0

Computer Basics - Bootcamp

TECH 083 • 4 sessions

CRN 25634 SEC 64 Jul 6-9 MTWTh 5:00 p.m.-7:00 p.m.

Take this 4 part workshop series to learn about computer basics, as well as some of the many tools available to keep you organized and connected. You will learn how to navigate computer settings, create and organize files, and safely use the internet. We will also cover how to

use Google Drive and Google Apps, and much more. Beginners welcome!
\$99

Printing in 3 Dimensions -Free

TECH 087 • 4 sessions

CRN 25633 SEC 64 Aug 17-20 MTWTh 5:00 p.m.-7:00 p.m.

Curious about 3D printing and its many applications? Join us to learn the basics of design technology and the 3D printing process. Includes one printed item to take home! Families welcome, no experience needed.
\$0

Intro to Robotics (Free)

TECH 089 • 4 sessions

CRN 25632 SEC 64 Aug 10-13 MTWTh 5:00 p.m.-7:00 p.m.

Robotics and computer programming are part of the ever growing field of technology. Join this Intro to Robotics class to learn basic coding in a fun and user-friendly way by programming Lego robots! Families welcome, no experience needed.
\$0

Facebook & LinkedIn

CWD 616 • 1 session

CRN 25107 SEC 64 Jun 24 W 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

Students in computer classes should bring a flash drive.

CORPORATE AND PROFESSIONAL EDUCATION

Occupational Training

ServSafe Prep. & Exam

CWD 026 • 2 sessions

CRN 25078	SEC 64	Jun 15-22	M	5:30 p.m.-9:30 p.m.
CRN 25098	SEC 65	Jul 20-27	M	8:30 a.m.-12:30 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

Advanced Home Health Aide

CWD 1005 • 12 sessions

CRN 25622	SEC 64	TBA
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This advanced course for direct healthcare workers consists of academic and interactive, hands-on coursework. Foundational competency skills will be taught along with Healthcare Professionalism, Common Chronic Diseases, Patient-Caretaker Skills in a simulated home-care setting, Emergency communication procedures and two courses that lead to national certification: CPR/AED and Supportive Aide for Alzheimer's and Dementia. For more information: Sharon Grundel, sgrundel@twoworks.org, 413.552.2316

\$1325

TIPS

CWD 451 • 2 sessions

CRN 25079	SEC 64	Jun 8	M	5:00 p.m.-9:15 p.m.
CRN 25340	SEC 67	Jul 7	T	9:00 a.m.-12:15 p.m.

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

\$77

Preparation for the Real Estate Salesperson's Licensing Exam

CWD 829 • 5 sessions

CRN 25074	SEC 64	Jun 6-Jul 11	S	8:00 a.m.-4:00 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 MASS. 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 25075	SEC 64	Jun 24	W	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 with your commission as well as Massachusetts General Laws and regulations covering you as a notary. Learn what is entailed at the swearing in. Gain an understanding of the code of conduct for notaries; review ethical issues and how to avoid them. Learn how to properly offer your services, to prospect for clients, to charge appropriate fees for your service, and to track and report those fees. (Course price includes instructional time only. Additional fees for the notary application, notary supplies, textbook, and/or notary exam are not included in price of this course.)

\$45

OSHA 10

CWD 863 • 2 sessions

CRN 25111	SEC 64	Jun 8-15	T	4:30 p.m.-9:30 p.m.
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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 25516	SEC 64	TBA
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Provide hands-on, contextual introduction to cleanroom practices and procedures. The course will provide background on cleanroom environments, including focus why cleanrooms are utilized within industry. In addition, this course will explore various cleanroom control points, including gowning procedures, environmental monitoring, cleaning, and personal practices. Finally, we will explore current opportunities within various cleanroom environments throughout the Northeast. For more information, call 413.552.2122.

Nursing Assistant Exam Prep.

CWD 934 • 14 sessions

CRN 25383	SEC 64	Jun 9-Jul 14	TTh	4:00 p.m.-8:30 p.m.
CRN 25383	SEC 64	Jun 13-27	S	7:00 a.m.-3:30 p.m.

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

\$780

Nursing Assistant Exam Prep & Home Health Aide (Ware)

CWD 945

CRN 25520	SEC 64	May 1-Oct 31	TBA
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This course meets in Ware and prepares you for certifications as both a Nursing Assistant and a Home Health Aide. You will learn the skills necessary to provide basic care for patients in hospitals, long-term care facilities, and private homes. Tuition does not include the cost of exams, fees, or scrubs. Candidates must pass a basic skills test, a background check, a physical exam, and a TB test. Call 413-552-2122 for dates, times, and additional information.

\$1200

EMT-B Certification (Ware)

CERT 004 • 38 sessions

CRN 25522	SEC 52	June 22-Sept 2	MWF	6:00 p.m.-9:30 p.m.
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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: \$250, certification exams & licensing fees are not included. For more information or to register, contact Valentyna Semyrog (413)552-2123 or vsemyrog@hcc.edu

\$1099

Certificate in Nonprofit Management (with Simulation)

CERT 014

CRN 25054	SEC 51
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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 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 include:

- Principles
 - Fundraising
 - Strategy for Nonprofit Organizations
 - Fundraising for Nonprofit Organizations
 - Leadership in a Nonprofit Organization
 - Capital Campaigns - Principles of Marketing Nonprofit Organizations
 - Grant Writing for Nonprofits
 - Nonprofit Board and Volunteer Development
 - Capstone Course - Social Media for Nonprofits
 - Leading the Courtney Museum
 - Simulation Budgeting - Budgeting in a Nonprofit Organization
 - How to Read a Nonprofit Financial Statement
- To see complete course descriptions and register, go to: <http://hcc.mindedgeonline.com/partner/courses/index.php>

\$879

On Line Certificate in Business Communications

CERT 015

CRN 25336 SEC 51

Because corporate higher-ups and stakeholders can't support your ideas—or recognize you for them—without first understanding what they are, communicating clearly and concisely in written and oral formats is critical to your professional success. From clarifying and structuring your ideas to designing the PowerPoint slides that will best complement them, the techniques, interactive exercises, and checklists in this suite will help you create presentations and workplace documents that inform and persuade. This certificate offers instruction on crafting many of the most common business communication formats: memos, reports, brochures, proposals, presentations, catalogs, and websites. Topics include formal and informal outlining techniques, using email appropriately in an organizational setting, and revising for wordiness, unnecessary phrases, redundancy, and jargon. Program includes the following courses:

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

For more information and to Register, go to

<http://hcc.mindedgeonline.com/partner/courses/index.php>

\$299

On Line Certificate in Innovation & Critical Thinking • CERT 016

CRN 25337 SEC 51

Because organizations must innovate to stay alive in today's highly competitive marketplace, organizations need employees who can channel their creativity and innovation toward organizational challenges and goals. This certificate program will first help you become re-acquainted with your own stores of creativity and innovation. Next, you are given a set of tools that allow you to leverage your creativity to identify and solve organizational problems. One activity asks you how you might look at a problem from a different angle to produce a more creative result; others walk you through the process of using analogies or replacement techniques to invent creative solutions to problems.

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

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

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

\$249

Certificate in Cybersecurity

CERT 018

CRN 25434 SEC 51

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

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

\$499

Certificate in Project Management

CERT 021

CRN 25506 SEC 51

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

\$999

Home Builders/ Remodelers of MA

Mechanic's Lien and Compliance with Massachusetts General Laws Chapter 254 (2 hours) • HBRA 001

CRN 25469 SEC 51

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

Construction Contracts and Compliance with Mass General Laws Chapter 142A (2 hours) • HBRA 002

CRN 25470 SEC 51

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

CORPORATE AND PROFESSIONAL EDUCATION

Building An Airtight Home (2 hours) HBRA 003

CRN 25471 SEC 51

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

Fall Prevention and Silica Safety (2 hours) • HBRA 004

CRN 25472 SEC 51

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

Residential IECC 2015 Energy Code Overview (2 hours) • HBRA 005

CRN 25473 SEC 51

An overview of the major requirements of IECC 2015 and interpretation of what these new standards will mean in practice. What will builders have to do to comply with the new requirements? How will the standards affect HVAC contractors and code officials? To register go to:
<https://hbrama.education/>

Lead Safety Isn't Just About Lead Paint (2 hours) • HBRA 006

CRN 25474 SEC 51

In depth presentation on lead-based paint, dust and debris, and the associated health risks and effects of lead exposure. Includes discussion on what homes have lead-based paint, the differences between EPA and MA regulations, on-site supervisors requirements, required documentation for employees, OSHA, required record keeping and appropriate construction practices. To register go to:
<https://hbrama.education/>

Avoiding Costly Construction Mistakes (2 hours) • HBRA 007

CRN 25475 SEC 51

Covers improper site preparation and grading, foundation mistakes, the benefits of water

proofing vs. damp proofing, vapor retarders, backfill and control joints. Special attention to discussing sill anchor bolt placement, attached and free-standing decks and floor cantilevering, load bearing, proper house wrapping techniques, reroofing, ice barriers and dryer exhaust challenges. To register go to:
<https://hbrama.education/>

Builders Introduction to HVAC Systems: Old & New (2 hours) HBRA 008

CRN 25476 SEC 51

Comprehensive program on understanding the basic relationships of moisture in air, learning about the range of efficiency options available for HVAC systems today, heat pump operation, Building Code changes that apply to residential HVAC systems and the energy implications of the relationship between the building envelope and HVAC systems. At the conclusion of this program, you'll possess more knowledge allowing you to make better decisions in selecting and installation of efficient HVAC systems and available governmental rebates. To register go to:
<https://hbrama.education/>

Keeping Moisture Out & Flashing Techniques (2 hours) • HBRA 009

CRN 25477 SEC 51

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

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

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

Transition from 8th to 9th Edition of the Building Code • HBRA 010

CRN 25590 SEC 51

This 4 hour program covers major changes, revisions and requirements in the new 9th edition of the Building Code effective January 1, 2018. To enroll go to <https://hbrama.education/>
\$99

Corporate Event Planner (online) 240 course hours

Corporate Event Planner could be perfect for you. Learn everything you need to know in this Corporate Event Planner course including how to plan, design, and execute a successful corporate event, and how to charge for corporate event planning services. Corporate events span all industries and

are planned for a variety of occasions and celebrations. Corporations and their employees celebrate many milestones and accomplishments within the lifespan of the growth and evolution of its people, products, and successes so there are unlimited opportunities in this field. From special events and meetings to assemblies, recognition events and corporate training-you'll be prepared to handle them all! Upon successfully completing the course, you will be awarded a Certified Corporate Event Planner certification from the Wedding Planning Institute.

To register please visit <https://careertraining.ed2go.com/holyoke/training-programs/corporate-event-planner>

\$995

Event Management and Design (online) 300 Course hours

The Event Management and Design Online Training course will equip you with the knowledge to advance in the field if you're already working in special events, or it will prepare you to enter the profession with an understanding of the industry. You'll build a foundation that you can use to build a career in special events or start your own special event business.

This course is split up into two modules: Special Event Management and Special Event Design and Decoration. Each module includes multiple units complete with interactive presentations. Corporate events, weddings, parades, festivals, and more are covered. You'll learn about the practicalities of planning events and the dazzle of designing them. From permits to pyrotechnics, this course will teach you how to design, plan, implement, and evaluate special events. Learn to create spectacular special events with the Event Management and Design Online Training course!

To register please visit <https://careertraining.ed2go.com/holyoke/training-programs/event-management-certificate-program>

\$1,995

Grant-Funded Programs

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

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

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

For Employers

Training for food service and food preparation workers and supervisors within the hospitality and food and beverage marketplace. Designed by area professionals in concert with our workforce

development team, these programs are available for individuals and groups from area businesses. For more information, contact: Tracye Whitfield, 413.552.2059, twhitfield@twoworks.org

ESOL-Culinary Putnam

CWD 958

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 help and contacts you need to get on the pathway to a new career. This 180 hour program leads to jobs like food preparer, line cook, server, waiter, waitress, host/hostess, and hotel worker. For more information please contact Pasha Black, pblack@hcc.edu

Line Cook Training

CWD 981 • 20 sessions

CRN 25545 SEC 64 TBA

CRN 25557 SEC 65 TBA

Cooks! Food prep workers! Are you ready to take your skills and career to the next level? Holyoke Community College is offering a free training program to quickly upgrade your culinary skills to meet this summer's regional hiring boom!

Requirements:

- Must have 2+ years experience in the culinary industry.
- Must commit to a minimum of 20 hours/week of training for four weeks.
- Must be punctual, professional, and ready to work!

Topics include moist and dry cooking methods; soups, stocks, and sauces; knife skills; culinary math; and opportunities to earn ServSafe and TIPS certifications.

Call now! For more information or to register, please contact: Ann Rocchi, Job Placement, 413-552-2929

Leadership

Laughter: The New Bottom Line

CWD 983 • 1 session

CRN 25628 SEC 64 Jun 30 T 6:00 p.m.-9:00 p.m.

Improve performance and increase profitability through cutting-edge laughter methods. This interactive class, focused on team building and group cohesion, delivers tools, strategies, and insights into using laughter in the workplace to

enhance healthy workplace relationship, and cultivate a positive on-the-job attitude. Join Hewlett-Packard, Southwest Airlines, IBM and other companies around the world that are finding these evidence-based laughter programs to have an immediate positive impact on their businesses.

\$49

Using Laughter to Manage Stress

CWD 984 • 1 session

CRN 25629 SEC 64 Jul 7 T 6:00 p.m.-9:00 p.m.

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

\$49



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

TESTING SERVICES

ACT WorkKeys Exams

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

Distance Learning Proctored Exams

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

Online PROFESSIONAL DEVELOPMENT for K-12 Educators

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

For information:

Call Community Education
at **413.552.2123** or **413.552.2075**,
go to **virtualeduc.com/holyoke**,
or go to **hcc.edu/bce**.

COURSE/CATEGORY

UGRAD
PDPs

GRAD
PDPs

Classroom Management

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

Common Core

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

Common Core Standards

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

Differentiated Instruction

Why DI?	45	55
Try DI!	45	55

Undergraduate PDPs:

30

Fee: \$225

Graduate PDPs:

40

Fee: \$285

COURSE/CATEGORY

UGRAD
PDPs

GRAD
PDPs

Early Childhood

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

Exceptional Education

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

Violence, Bullying & Aggression

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

Undergraduate PDPs:

45

Fee: \$255

Graduate PDPs:

55

Fee: \$305

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

PERSONAL ENRICHMENT

Photography

Beginning Digital Photography

ARTS 010 • 4 sessions

CRN 25043 SEC 51 Jun 3-24 W 6:15 p.m.-8:45 p.m.

Learn to get the most out of your digital camera and computer. 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 to your own photos. Instructor: Dino Diaz.

\$179

Health and Fitness

Quick Step into Fitness

HLTH 010 • 7 sessions

CRN 25279 SEC 51 June 2-July 14 T 4:30 p.m.-5:00 p.m.

CRN 25280 SEC 52 June 2-July 14 T 4:30 p.m.-5:00 p.m.
(Bartley Members)

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

\$37

Pilates 7-Week Summer Program

HLTH 014 • 7 sessions

CRN 25277 SEC 51 June 2 - July 14 T 5:15 p.m.-6:15 p.m.

CRN 25278 SEC 52 June 2 - July 14 T 5:15 p.m.-6:15 p.m.
(Bartley Members)

A total body workout on a mat that develops core strength, muscle flexibility and muscle balance. Pilates is appropriate for most people with varying levels of fitness. Strength, stabilization, flexibility, range of motion, body alignment & balance are goals of this class. Various exercise tools (bands, balls, etc.) will be introduced as the class progresses. Class takes place in a "lowered light" 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. It is suggested that you bring a small towel to class. Instructor: Mary Shelasky.

\$65

\$35 (Bartley Members)

Yo Chi

HLTH 056 • 5 sessions

CRN 25427 SEC 51 May 29-June 26 F 4:45 p.m.-5:30 p.m.

CRN 25428 SEC 52 May 29-June 26 F 4:45 p.m.-5:30 p.m.
(Bartley Members)

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 June 28, July 5.

\$34

\$19 (Bartley Members)

Gaming School

Prepares students to be table game dealers. Offered by the Massachusetts Casino Careers Training Institute, a joint venture of Springfield Technical and Holyoke Community College. All classes are held at 95 State St. in Springfield. To take a Level-2 class requires successful completion of a Level-1 class or previous dealer experience. For more information or to register, go to www.mccti.org

Blackjack-1

GAME 001 • 30 sessions

This course teaches the fundamentals of table game dealing. Emphasis will be placed on card totaling, chip cutting and handling, card shuffling, and card placement. Special attention will be given to game and accounting procedures, accuracy and speed. Covers gaming legislation and regulations; job readiness; employee obligations; industry standards, practices, and procedures; customer service relations; guest service excellence and expectations; problem gaming; and COR. No previous experience required.

Poker-1

GAME 004 • 50 sessions

A Level-1 class prepares students to be accurate, efficient, professional poker dealers. Covers mechanical skills, techniques, rules, common procedures and policies, customer interaction, best behaviors, etc. Covers the essentials of

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

Carnival Games-2

GAME 005 • 21 sessions

Also called novelty games, includes variations of three and four card poker such as Texas Hold Em and Let It Ride. Covers the layout, possible bets, progressive and bonus options, dealing, the pay/take process, dead games, game protection, guest service, etc. A Level-2 class requires the experience, knowledge and skills acquired in previous game training.

Roulette-2

GAME 008 • 24 sessions

Prepares students to be proficient croupiers. Covers table layout, chip handling, wagers, payouts, spinning the wheel and ball, dealer duties, rules, procedures, game protection, etc. Emphasis will be placed on accurate and quick mental multiplication, chip handling, memorization of table layout, and accuracy in clearing the table. Previous table game training required.

Craps-2

GAME 009 • 35 sessions

Covers the fundamentals of dealing craps. Prepares students to be proficient members of a craps crew. Covers the roles, rules, and procedures of the game; chip-handling; wagering and payoffs; security; guest service, etc. Emphasis will be placed on the knowledge of the procedures on a variety of bets, accurate and quick mental multiplication, and chip handling. Special attention will be given to game and accounting procedures, accuracy and speed. Previous table game training required.



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YOUTH PROGRAMS

As this goes to print, the COVID-19 crisis is unfolding in our community. If we are unable to have on-campus programs this summer, we hope to offer many of these online. Please visit hcc.edu/summeryouth for updates.

JUNE 29 – JULY 3

Beginning Video Game Design (ages 11–15)

CRN 25007 9 a.m. – 4 p.m.

Explore the world of 3D video game design, digital video production and web design with animation. Game design is a multi billion-dollar industry that continues to expand, constantly seeking new creative talent.

\$300

SCRATCH! (ages 8–12)

CRN 25010 9 a.m. – 4 p.m.

Using this popular “kid friendly” programming language, students will create easy to use interactive stories, games, and animations — and share their creations with others. Scratch was developed by MIT, with support from the National Science Foundation, Microsoft, Intel Foundation, and Nokia.

\$300

Drone Adventures

CRN 25604 9 a.m. – Noon (ages 12–15)

CRN 25605 1 - 4 p.m. (ages 8–12)

Learn to fly and drive drone robots in this hands on, interactive class. Working in teams you will code your drone to compete in missions that will prepare you for the ultimate team challenge at the end of the week. Students will work in pairs or teams for most of the program.

\$150

Fun in the Fitness Field + CPR/First Aid

CRN 25617 9 a.m. – Noon (ages 12–15)

CRN 25618 1 - 4 p.m. (ages 8–12)

Join the fun and explore fitness activities that promote wellness and healthy lifestyles. Students will participate in a variety of sports and activities such as kickball, volleyball, resistance training, and more. Students will also learn and practice basic first aid, CPR, and the Heimlich Maneuver. (Get an American Heart Association Heartsaver CPR card for an additional \$20.)

\$150

Summer Theater Academy

CRN 25649 9 a.m. – Noon (ages 8–12)

CRN 25650 1 - 4 p.m. (ages 12–15)

In this creative theater workshop, students will explore an age-appropriate book or story and create a dramatic interpretation to be performed for family and friends on the program's last day.

During the process of production, participants express their creativity through dance, visual arts, improvisation, music, drumming, costuming, and set and prop design.

\$150

It Ain't Easy Being Green

CRN 25654 9 a.m. - Noon (ages 8–11)

CRN 25655 1 p.m. - 4 p.m. (ages 12–15)

Learn what it means to be sustainable through fun, interactive activities based around five major areas: energy, water, land, air, and food. We will learn ways to conserve, preserve, recycle, reduce and reuse so that we can be good stewards of the planet.

\$150

JULY 6–10

Graphic Design Using Adobe Photoshop

CRN 25018 9 a.m. – Noon (ages 8–12)

CRN 25596 1 - 4 p.m. (ages 12–15)

Students will learn tools and basic image manipulation techniques, including image formats, filter effects, digital photo retouching, color correction, layers, and painting tools. Project based, youth will design logos or cartoon characters, posters, invitation cards, books and much more.

\$150

Into the Wild! Wilderness Survival

CRN 25011 9 a.m. – Noon (ages 8–12)

CRN 25598 1 - 4 p.m. (ages 12–15)

Explore fields, forests and wildlife habitats while learning basic survival skills. We'll learn what to pack and how to track, read a compass, build a shelter and fire, and much more.

\$150

Video Game Design 2 (ages 11 –14)

CRN 25501 9 a.m. – 4 p.m.

An in-depth continuation of Beginning Video Game Design” with more advances and sophisticated concepts of 3D animation and game design will be taught with digital production and web design techniques and students completing more professional products with greater features.

\$300

Creative Writing Through Dungeons & Dragons

CRN 25610 9 a.m. – Noon (ages 12–15)

CRN 25611 1 - 4 p.m. (ages 8–12)

Love to write? Hate to write? Want a style more suited to you? We'll generate characters, develop plot, setting, and more to create a short story about our heroes and heroines! Writing together, we'll create unique alter egos and build a fantasy world in our imaginations and on paper.

\$150

JULY 13–17

HCC Youth Soccer Clinic

CRN 25023 9 a.m. – Noon (ages 12–15)

CRN 25591 1 - 4 p.m. (ages 8–12)

A comprehensive soccer clinic for young athletes taught by HCC's head coach, Rob Galazka, with assistance from top college soccer players. The clinic stresses basic and advanced skills with plenty of one on one instruction. Focus on technical and tactical skills. The popular “Clinic Olympics” will be held once again!

\$150

EnGarde: Youth Fencing

CRN 25001 9 a.m. – Noon (ages 12–15)

CRN 25593 1 - 4 p.m. (ages 12–15)

An introduction to Olympic style fencing and its history. Covers fencing safety, fundamental techniques and tactics, basic equipment troubleshooting and repair, and competition. Students will be grouped with others of similar age, skill, and size when appropriate. Students will also learn juggling, a complementary skill to fencing.

\$150

Beginning Web Design

CRN 25025 9 a.m. – Noon (ages 12–15)

CRN 25600 1 - 4 p.m. (ages 8–12)

Students will learn how to make a website that they can use from home to share with their friends. Explore blogs, videos, and fonts, colors, background, images, animations, links, tables, style sheets, mouse over buttons, keywords for search engines, embedding videos and sound and more.

\$150

Calling all Superheroes! Cartooning & Illustration

CRN 25580 9 a.m. – Noon (ages 12–15)

CRN 25599 1 - 4 p.m. (ages 8–12)

Love comics? Why not draw and create your own? Draw and ink your creation, learn to create in

several styles, and lay out comics pages. Improve your creative writing skills by designing enthralling characters and storylines and then drawing them into reality!
\$150

Drone Adventures

CRN 25606	9 a.m. – Noon	(ages 8-12)
CRN 25607	1 - 4 p.m.	(ages 12-15)

Learn to fly and drive drone robots in this hands on, interactive class. Working in teams you will code your drone to compete in missions that will prepare you for the ultimate team challenge at the end of the week. Students will work in pairs or teams for most of the program.
\$150

Self Defense for Kids
(ages 6 –12)

CRN 25653	9 a.m. – Noon
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Using the national recognized R.A.D. system, we'll replace fear with knowledge, skills, and power, by enhancing a child's critical thinking abilities and physical resistance skills.
\$150

JULY 20–24

Cooking Like a Chef

CRN 25498	9 a.m. – Noon	(ages 8-12)
CRN 25601	1 - 4 p.m.	(ages 12-15)

Does your child love to cook or watch the Food Network? Students will build knowledge, skills and confidence as they have fun learning how to prepare dishes from around the globe, classic cooking techniques, kitchen etiquette, service and proper table manners, as well as safety and nutrition.
\$150

STEAM Academy

CRN 25615	9 a.m. – Noon	(ages 8-12)
CRN 25621	1 - 4 p.m.	(ages 12-15)

Calling all future scientists, engineers, chemists, makers and problem solvers! Learn to engineer robots, design and create functional objects using a 3-D printer, conduct cool chemistry experiments, understand insects, and solve complex puzzles and problems.
\$150

Write. Shoot. Edit. iPhone Filmmaking

CRN 25026	9 a.m. – Noon	(ages 12-15)
CRN 25620	1 - 4 p.m.	(ages 8-12)

It's true: award-winning films were created using an iPhone! Learn to think conceptually, creatively, and differently to convey messages or stories through a completed, high-quality film. Students must bring an iPhone (4S or newer), charger cable and 8GB thumb drive.
\$150

Beginning Baking

CRN 25500	9 a.m. – Noon	(ages 12-15)
CRN 25614	1 - 4 p.m.	(ages 8-12)

Learn the secrets of high end baking worthy of a master pastry chef. Starting with tender brioche and crusty ciabatta, you'll make mouthwatering croissants, cool strawberry chiffon pie, fruit tarts, creamy custards, decadently rich cheesecake, European eclairs, raspberry millefeuille, sublime sorbets and more!
\$150

City & Community Planning Through Minecraft Construction

CRN 25581	9 a.m. – Noon	(ages 8-12)
CRN 25603	1 - 4 p.m.	(ages 12-15)

Learn how cities are planned and what is prioritized in them. We'll create a city that has specific elements (city halls, public safety, community centers, etc.) as well as the homes we make for ourselves. Showcase the Minecraft skills you already have and learn new concepts about community and city planning.
\$150

JULY 27–31

Multi Media Arts Exploration

CRN 25016	9 a.m. – Noon	(ages 8-12)
CRN 25594	1 - 4 p.m.	(ages 12-15)

An incredible opportunity to explore a wide variety of art, including water color paint, acrylic, handmade paper, print making, tie dyeing, sculpting and drawing. Students will be able to take advantage of the college's natural surroundings by learning observational drawing.
\$150

Cops, Crime Scenes & Career

CRN 25638	9 a.m. – Noon	(ages 14-16)
CRN 25639	1 - 4 p.m.	(ages 12-14)

Engage in crime scene investigation, evidence collection, and forensic evidence analysis, and learn how forensic science helps solve crimes. Students will learn about the law enforcement field and interact with criminal justice practitioners from law enforcement, corrections, probation, parole, and the courts.
\$150

Upscale Restaurant Style Cooking

CRN 25499	9 a.m. – Noon	(ages 8-12)
CRN 25602	1 - 4 p.m.	(ages 12-15)

Create upscale, classic dishes such as Dino's Short Ribs, Homemade Pasta with Meatballs and Sauce, Rib Eye with Crumbled Gorgonzola and more. Students will select recipes, plan menus, work each station (including sauté, grill, fry, baking and the kitchen line), and learn to communicate clearly so that our restaurant runs smoothly and efficiently.
\$150

Understanding Civilization Using Minecraft

CRN 25608	9 a.m. – Noon	(ages 12-15)
CRN 25609	1 - 4 p.m.	(ages 8-12)

Drawing on historical examples from the Stone Age to the present, students will use the virtual world of Minecraft to create civilizations and learn what resources, leadership, and skills are required to sustain civilization. Teamwork and using higher order thinking skills to solve problems is a focus.
\$150

Sweet & Savory Baking with Pastry Chef Benton

CRN 25612	9 a.m. – Noon	(ages 12-15)
CRN 25613	1 - 4 p.m.	(ages 8-12)

Starting with refreshing frozen desserts, we'll transition to rich chocolate mousse, egg based lady fingers and madeleines, specialty cakes, mouthwatering tiramisu, tender and flavorful crepes, airy souffle, decorative petite fours, macaroons, truffles and more!
\$150

Early Drop Off and Late Pick Up are available. Student may be dropped off as early as 7:45 a.m. and picked up as late as 5 p.m.

Early Drop Off \$10				Late Pick Up \$10			
CRN 25635	SEC 51	Jun 29 – Jul 3	7:45 a.m. – 9 a.m.	CRN 25644	SEC 51	Jun 29 – Jul 3	4 – 5 p.m.
CRN 25640	SEC 52	Jul 6 – 10	7:45 a.m. – 9 a.m.	CRN 25645	SEC 52	Jul 6 – 10	4 – 5 p.m.
CRN 25641	SEC 53	Jul 13 – 17	7:45 a.m. – 9 a.m.	CRN 25646	SEC 53	Jul 13 – 17	4 – 5 p.m.
CRN 25642	SEC 54	Jul 20 – 24	7:45 a.m. – 9 a.m.	CRN 25647	SEC 54	Jul 20 – 24	4 – 5 p.m.
CRN 25643	SEC 55	Jul 27 – 31	7:45 a.m. – 9 a.m.	CRN 25648	SEC 55	Jul 27 – 31	4 – 5 p.m.

PERSONAL ENRICHMENT



Prepare for a New Career in a Growing Industry

The Cannabis Education Center provides skilled workforce training to prepare our students for lucrative careers in the cannabis industry, public education events around opportunities and entrepreneurship, and social equity training through the state's Cannabis Control Commission's program.

Patient Advocate/Bud Tender

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

Cannabis Cultivation Assistant

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

Cannabis Extraction Technician Assistant

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

Cannabis Culinary Assistant

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

ABOUT THE CANNABIS EDUCATION CENTER

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

For more information visit cannabiseducationcenter.org

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

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

JOB READINESS & TRAINING

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

JUMP START

Short-term training programs and job placement.

LINE COOK TRAINING

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

NURSE AIDE/HOME HEALTH AIDE/ESOL

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

SNAP PATH TO WORK

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

HOSPITALITY (HOTEL)

INFORMATION TECHNOLOGY

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



Take advantage of our testing and assessment services.

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

Or email: mcabral@hcc.edu

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- Six Sigma Green Belt Certification
- Nonprofit Management Certificate

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- Microsoft Office Certifications



SAFETY

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

OTHER

- Hypnosis (advanced) Intensive Certification

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

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

ADULT BASIC EDUCATION

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

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

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

In Ludlow:

Ludlow Area Adult Learning Center (LAALC)

54 Winsor St.

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

Contact: 413.583.0320

In Downtown Holyoke:

Picknelly Adult and Family Education Center (PAFEC)

206 Maple St., next to the bus station.

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

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

Contact: 413.552.2931



In Downtown Holyoke:

Gill Technology Center at PAFEC, 206 Maple St.

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

Contact: 413.552.2939, sschmidt@hcc.edu

HCC Main Campus in Holyoke:

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

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

Contacts:

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

ESL: 413.552.2553, gmontero@hcc.edu

Transition: 413.552.2728, mtroppe@hcc.edu

In Springfield:

Springfield Adult Learning Center (SALC)

One Armory Square, Building 27, 1st floor.

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

- **ESOL** classes – Free.

Contact: 413.755.4300



SUCCEED

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

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

What's included?

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

There's a place for you at HCC.

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

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

— Jeffrey Anderson-Burgos '15
Liberal Arts, Sociology

SUCCEED

LEARN

START WITH SUCCESS

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


Ready for a challenge?

HONORS

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

LEARNING COMMUNITIES

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



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

— Tameika Heathman
Psychology



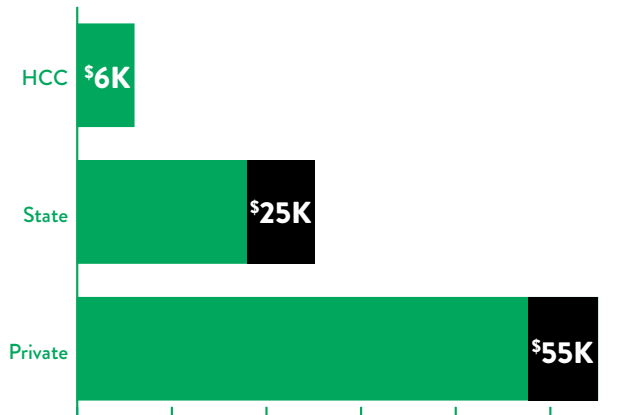
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DREAM



How much will it cost?

Do the math.

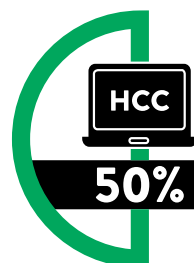
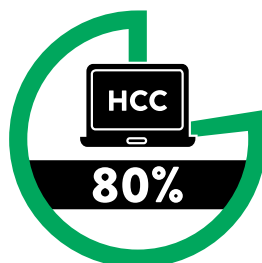
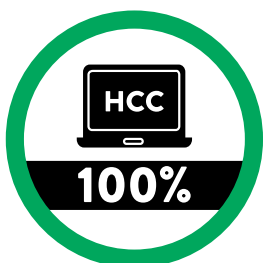


BEYOND THE CLASSROOM

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 - 10

**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 11 - 13

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

Academic Certificate and Degree Programs – page 21

ENROLLMENT FORM

QUESTIONS?

hcc.edu/bce
413.552.2500
413.552.2123

NOTE:

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

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

How'd you hear about us?

Please check all that apply.

- | | |
|---|--|
| <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:
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.

- | | |
|-------------------------------------|--------------------------------------|
| <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.

2020 *summer*

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

NONPROFIT
ORGANIZATION
US POSTAGE PAID
SPRINGFIELD MA
PERMIT NO 228

Professional Development & Personal Enrichment Courses

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

HOLYOKE
COMMUNITY
COLLEGE



please recycle

HCC uses multiple mailing lists. If you receive
a duplicate, please share it with a friend.