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.

SUMMER @HCC

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

Summer Youth Programming Information, see page 12

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
Focused on providing the latest information, this bulletin provides comprehensive details about courses, fees, and policies. All credit and non-credit students are encouraged to register early as courses fill fast. The following information is a summary of key points:

**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 three weeks before class start date, or by registration deadline if noted. If space is not available in a class, HCC can accept registration for most classes up to the first class meeting, less 50% of course cost, but not to exceed $25.

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
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 Building Code
HBRA 010

To register go to: https://hbrama.education/
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**

- **Introduction to Microsoft Office 2016 • TECH 002 • 4 sessions**
  - CRN 25331 SEC 51 Jun 23 - 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 25332 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/redosing, 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 25333 SEC 51 Jul 12 - 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

**Testing & Professional Development**

- **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 087 • 4 sessions
  - CRN 25519 SEC 64 Jun 6 - 9 TTh 5:00 p.m. - 7:00 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 088 • 4 sessions
  - CRN 25520 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

**Personal Enrichment**

- **Personal Enrichment 413.552.2123**

**Leadership**

- **Leadership**
  - CRN 25328 SEC 51 Jul 14 - Aug 6 MTWTh 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

- **Intro to Robotics (Free)**
  - TECH 089 • 4 sessions
  - CRN 25521 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 25522 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.
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 bookellers. $109

Advanced Home Health Aide
CWD 1005 • 12 sessions
CRN 25622 SEC 64 TBA

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 25040 SEC 67  Jul 7  T 9:00 a.m.-12:15 p.m.

Training and Intervention Procedures 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.

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.

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 18  T 4:30 p.m.-9:30 p.m.

This course introduces students to OSHA and the required topics for OSHA construction safety certification. This course is for construction workers, foremen, job supervisors and anyone involved in the construction industry. Successful completers will receive an OSHA construction safety and health 10-hour course completion card from the Department of Labor. $199

Introduction to Clean Room Training
CWD 927 • 6 sessions
CRN 2516 SEC 64  TBA

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 gowned 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-Jul 18  S 7:00 a.m.-1:30 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

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  Jun 22-Sept. 2  MWF 6:00 p.m.-9:30 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: $250, certification exams & licensing fees are not included. For more information or to register, contact Valentyna Semyrog (413)552-2123 or vsem yog@hcc.edu $1099

Certificate in Nonprofit Management (with Simulation)
CERT 014
CRN 25054 SEC 51

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

**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

$879

**On Line Certificate in Innovation & Critical Thinking**

**CERT 016**

CRN 25337  SEC 51

$299

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

$499

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

**Certificate in Project Management**

**CERT 021**

CRN 25006  SEC 51

$999

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

**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/
Building An Airtight Home (2 hours) • HBRA 003
CRN 25471, SEC 51
Covers the critical areas of air filtration and air barriers, 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 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: Tracie Whitfield, 413.552.2059, twitfield@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 Pesha Black, pblack@hcc.edu

**Line Cook Training**

CWD 981 • 20 sessions

CRN 25545 SEC 64 TBA

CRN 25557 SEC 65 TBA

Cook’s! 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 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 relationships, 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 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

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- 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 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 relationships, 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 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

**Testing Services**

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

**CASTLE Worldwide**
Go to www.castleworldwide.com to register

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

**Elaine Hébert-Dancik**
Testing Center Coordinator
p: 413.552.2112 ehebertdancik@hcc.edu
f: 413.552.2745 testing@hcc.edu

**GED**
Go to ged.com

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

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

**HiSET Testing (Formerly GED)**
Contact 413.522.2292 or 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.pearsonvue.com.

**PSI/COMIRA**
catsdoor04.com/cbt/online/login.jsp

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

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

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Undergraduate PDPs: 30 Fee: $225 Graduate PDPs: 40 Fee: $285 Undergraduate PDPs: 45 Fee: $255 Graduate PDPs: 55 Fee: $305

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

Beginning Digital Photography

ARTS 010 • 4 sessions

CRN: 25043 SEC 51 June 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 Díaz.

$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

Quick Step into Fitness

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Instructor: Mary Shelasky.

No class June 28, July 5.

$34

$19 (Bartley Members)

Gaming School

Craps-1

GAME 009 • 35 sessions

Prepares students to be proficient croupiers, Covers the layout, possible bets, rules, procedures, game protection, guest service, 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 008 • 24 sessions

Prepares students to be proficient croupiers, Covers the layout, possible bets, rules, procedures, game protection, guest service, 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.

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.
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

CRN 25010 9 a.m. – 4 p.m.

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 12–15)
CRN 25596 1 – 4 p.m.
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

Creative Writing Through Dungeons & Dragons
CRN 25010 9 a.m. – Noon (ages 12–15)
CRN 25011 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 25500 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

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 12-15)

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 25600 9 a.m. – Noon (ages 12-15)
CRN 25604 1 - 4 p.m. (ages 12-15)

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 25601 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 25606 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

**Sweet & Savory Baking with Pastry Chef Benton**

CRN 25612 9 a.m. – Noon (ages 8-12)
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

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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**

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**Late Pick Up $10**

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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

New course sections begin monthly.

POPULAR ONLINE COURSES
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- Online Discussion Areas
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- Computer applications
- Healthcare and Medical
- Law and Legal
- Writing and Publishing.

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CALL: 413.552.2123
FREE/SUBSIDIZED CLASSES FOR UNEMPLOYED & UNDEREMPLOYED

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

CULINARY & HOSPITALITY/ESOL
Training in job skills and language skills for individuals whose first language is not English.

JOB READINESS & TRAINING
A free program that offers you support from job prep to placement.

JUMP START
Short-term training programs and job placement.

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

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

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

HOSPITALITY (HOTEL)

INFORMATION TECHNOLOGY

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

Take advantage of our testing and assessment services.

Here, you can relax while testing for the LSAT, HiSET, ACT National Career Readiness Certificate, and many other college entrance and workforce certification exams.

For all testing, please call 413.552.2112
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:

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

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

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

LEADERSHIP SERIES

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

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

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

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

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

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

OTHER
- Hypnosis (advanced) Intensive Certification

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

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

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

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

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

### In Ludlow:
Ludlow Area Adult Learning Center (LAALC)
54 Winsor St.
- **ESOL** classes, morning and evening, Monday to Thursday, September to June – Free.
Contact: 413.583.0320

### In Downtown Holyoke:
Picknelly Adult and Family Education Center (PAFEC)
206 Maple St., next to the bus station.
- **HiSet/GED** test preparation classes – Free and low-cost.
- **HiSet** self-paced testing – $100-$125, scholarships available.
- **ESOL** classes – Free.
- **Transition to College and Careers** – Free.
Includes classes by the Care Center, CareerPoint, Community Education Project (CEP), Holyoke Community College Adult Learning Center (HCC/ALC), Holyoke Adult Learning Opportunities (HALO), and Holyoke Works.
Contact: 413.552.2931

### In Downtown Holyoke:
Gill Technology Center at PAFEC, 206 Maple St.
- **HiSet/GED** self-paced test preparation classes.
- Computer classes in English and Spanish.
Contact: 413.552.2939, sschmidt@hcc.edu

### HCC Main Campus in Holyoke:
303 Homestead Ave., direct bus to/from downtown Springfield.
- **ESOL** ESL Level 1 – Free. ESL advanced levels – financial aid available.
- **Transition** to college and careers – Free.
Contacts:
HiSet/GED Testing: 413.552.2112, ehebertdancik@hcc.edu
ESL: 413.552.2553, 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
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
START WITH SUCCESS
At HCC, you’ll find a multitude of ways to deepen your understanding of a subject, and a multitude of learning environments.

Ready for a challenge?

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

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

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

How much will it cost?
Do the math.

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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

QUESTIONS? CALL 413.552.2500

BUSINESS AND COMMUNITY EDUCATION
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
- 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 Certification
- 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

PERSONAL ENRICHMENT 413.552.2123

REGISTER ONLINE: WWW.HCC.EDU/BCE
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.

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

Pages 05 - 10
- Business, Entrepreneurship, Leadership
- Marketing and Team Building
- Computers and Technology
- Occupational Training
- Testing
- Customized Professional Development

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
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:

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

Signature: ____________________________

Class selections:

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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 because of Covid 19.
Professional Development & Personal Enrichment Courses

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