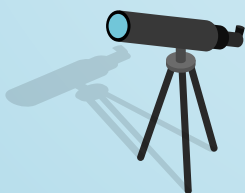
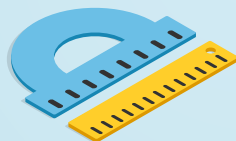
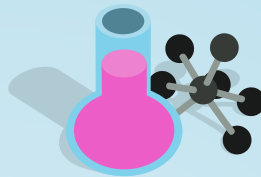


Workforce and Professional Development, Adult Education, Fun and Personal Enrichment for Everyone



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2026**



hcc.edu/bcs

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Course Registration Information

Community Education courses fill fast. We suggest you register at least two weeks before the 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.

CLASS SCHEDULES

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

FEES

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

REFUND POLICY FOR NON-CREDIT COURSES

Courses with six or more meetings:

1. By the Friday before the first class meeting, 100% of all tuition, less \$30.
2. After the Friday before the first class meeting but before the third class meeting 50% of the course cost.
3. No refund will be granted after the start of the third class meeting.
4. Courses with five or fewer meetings:
5. 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.
6. Youth Programs: By the Friday before the first class meeting, 100% of tuition. No refunds will be granted after the start of the program.

*Please note that a \$20 fee will be charged for returned checks.
All returned checks not made good will be referred for collection.*

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. Your completion of 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

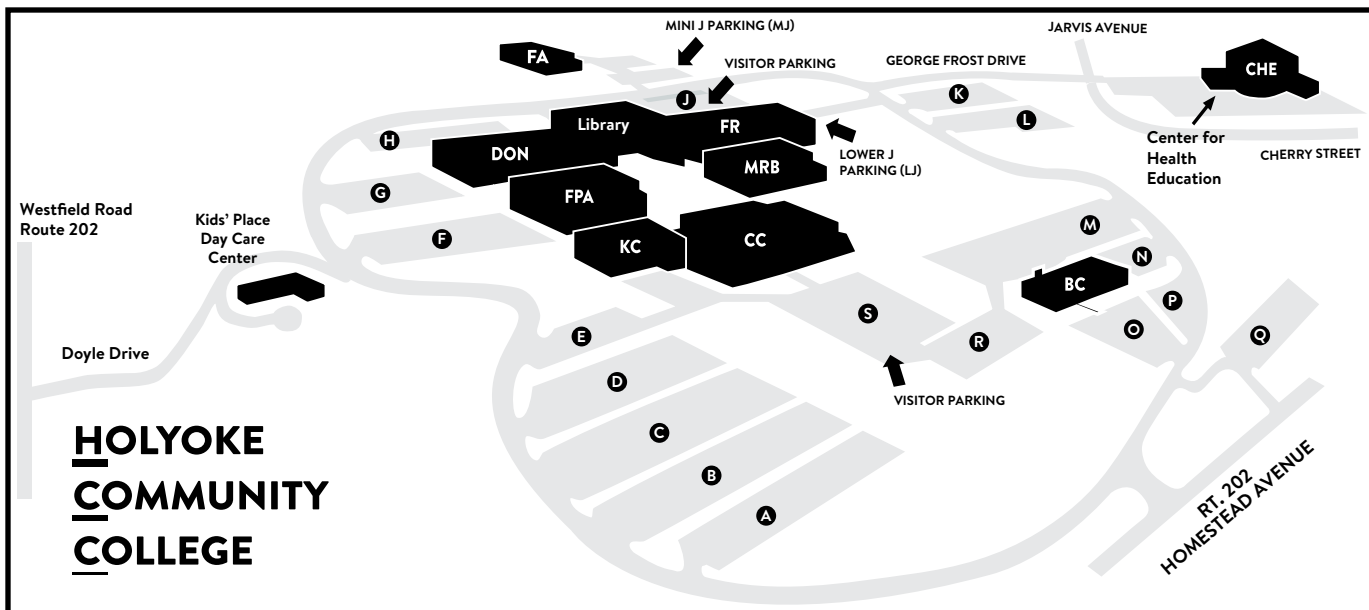
Present waivers at the time of registration. Waivers are not accepted by telephone, Fax, mail, or online. For non-credit courses, full-time state employees, their spouses and dependent children up to age 25 are eligible for tuition remission of 50 percent of tuition only for any non-credit course(s)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

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.

Sign up for classes at hcc.edu/bcs

**HOLYOKE
COMMUNITY
COLLEGE**



Map Key



| Parking Lot |



| Road |



| Building |

Building Key

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

Parking Lots

STUDENTS (Permit required)

Day Parking: 6 a.m. - 4 p.m. A, B, C, D, M, N, O, P, Q, R, S
Evening Parking: 4 p.m. - 11 p.m. A, B, C, D, E, F, H, K, L, M, N, O, P, R

Students may not park in Upper J, Mini J, or H lot at any time.

STAFF (Permit required)

Day Parking: E, F, H, K, L • Evening Parking: G, J, L

VISITORS

E, J, S • for Special Events: F • Handicapped: G (Permit required)



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Locations

Holyoke:

Center for Health Education
404 Jarvis Ave., Holyoke, MA
413.552.2467

HCC MGM Culinary Arts Institute
Cubit Building,
164 Race Street, Holyoke, MA 01040

HCC Adult Learning Center Picknelly Adult and Family Education Center (PAFEC)

206 Maple St., Holyoke, MA 01040
413.552.2990 ext. 3
*Free HiSet instruction, academic advising
and basic computer skills, during the
evening throughout the year.*

Ware:

Education to Employment (E2E) Center
79 Main Street, Ware, MA 01082
413.277.0294
*Workforce training programs, personal
enrichment classes, civic events, and
student support activities.*

HCC English for Speakers of Other Languages

Classes offered in Springfield,
West Springfield, downtown Holyoke,
on-campus, and online
413.552.2999
*Free English for Speakers of Other
Languages (ESOL) instruction, career and
academic advising, training programs,
and basic computer skills during the
day and evening throughout the year.*



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:

Contact: Community Services at
communityservices@hcc.edu

Conference Services & Facilities Rentals

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CERTIFICATE AND TRAINING PROGRAMS

MANAGEMENT

- American Management Association University Certificate
- Project Management Certificate
- Nonprofit Management Certificate

LEADERSHIP SERIES JOB ORIENTED

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

CAREER FOCUSED

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

HEALTHCARE

- CNA (Certified Nursing Assistant) Program *

- EMT-B (Emergency Medical Technician Basic Course)
- Pharmacy Technician *
- ICD 9 and 10 Training

HOSPITALITY

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

COMPUTERS

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

SAFETY

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



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



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



Arts

ARTS 055 Introduction to Acrylics: Expressive Studies

CRN 16981 SEC 51 Feb 2-Mar 23 M 6:15 p.m.-9:15 p.m.

Acrylics are an easy and versatile medium. You can create paintings similar to the old Masters' oils or watercolors. You can even embrace a more modern aesthetic by adding more sculptural elements or by using special effects medium. In the first class you will experiment with brush vs palette knife paintings. This class will focus on color blocking and creating several quick, painterly paintings. In following classes, you will put use what you learned create 3-6 finished paintings of different. All levels welcome but class is geared to beginners. Materials NOT included but typically cost \$100. The list of materials will be emailed to students after registration. No class February 16. Instructor Melissa Pandina.

Fee: \$189.00

ARTS 067 Intermediate Acrylics

CRN 16982S EC 51 Mar 30-May 11 M 6:15 p.m.-9:15 p.m.

Continue your exploration in acrylics. In this class, you will learn the importance of underpaintings and different lightning situations. We will explore different techniques to get to your desired style and the importance of warm and cool colors. This class takes you from acrylic sketches to finished paintings. Most students will finish 1-2 paintings. All levels welcome but class is geared to beginners. Materials NOT included but typically cost \$100. The list of materials will be emailed to students after registration. Instructor Melissa Pandina.

Fee: \$189.00



ARTS 071 The Fine Art of Drawing

CRN 16989 SEC 51M Mar 24-May 5 T 6:15 p.m.-9:15 p.m.

Are you ready to bring your drawing skills to the next level? Drawing is such a versatile medium. We will move into finished drawing techniques. Explore creating bold, graphic drawings one week and subtle greyscale drawings the next and even using patterns (like zen tangle) to embolden black and white pictures. We will be exploring shading techniques, light and shadow and how to capture detail without losing form. We will be using pencils, water soluble graphite, conte crayons, scratch board and pen and ink. All levels welcome Materials NOT included but typically cost \$25-\$75. The list of materials will be emailed to students after registration. Instructor Melissa Pandina.

Fee: \$189.00

ARTS 078 Advanced Watercolor

CRN 17100 SEC 51 Feb 3-Mar 17 T 6:15 p.m.-9:15 p.m.

Continue your watercolor journey. In this class we slow down and work bigger. Each student will complete 2-3 paintings in this class. We will go further in the techniques introduced in the last two classes. Emphasis will be placed in perfecting the luminosity of watercolors. This is a great class to get you out of your comfort zone and bring your skills to the next level while having fun. All skill levels welcome. Materials NOT included but typically cost \$25-\$75. The list of materials will be emailed to students after registration. Instructor Melissa Pandina.

Fee: \$189.00



Business (General)

BUSN 002 How to Start Any Home Business + 250 Home Business Ideas!

CRN 17111 SEC 51 Mar 14 Sat 3:00 p.m.-5:00 p.m.

Tired of working for someone else? Do you need to make more money? Turn your talents and hobbies into profits by starting a home business. Taught by a Chamber of Commerce Past President and award winning business owner, this is probably the most comprehensive business start up workshop you will ever find. Topics covered include more than 250 legitimate home business ideas, mandatory legal documentation, many ways to market your product/service, how to take tax deductions (this workshop included!). Informative handouts for future use are included in class fee. The instructor LeeAnne Krusemark is a Chamber of Commerce Past President, current author/ editor, and a nationwide Professor of

Publishing at higher learning institutions, including Harvard Adult Education. The webinar login information will be emailed the day before class.
Fee: \$35.00

BUSN 038 Passive Income 101: Create Products That Sell While You Sleep (including 50 product ideas)

CRN 17122 SEC 51 Mar 25 W 7:00 p.m.-9:00 p.m.

Unlock the secrets to earning money around the clock. This dynamic class teaches you practical strategies and step-by-step tools to develop, launch, and automate income-generating products that keep working for you with minimal ongoing effort. You'll learn how to identify profitable opportunities (50 ideas included!), build irresistible offerings, master automated sales and marketing systems, and scale your income streams—all while protecting your work and overcoming common hurdles. Get ready to transform your ideas into a powerful, passive income machine that works day and night. The instructor LeeAnne Krusemark is a Chamber of Commerce Past President, current author/ editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. Informative handouts for future use are included in class fee. The webinar login information will be emailed the day before class.
Fee: \$35.00

BUSN 039 Start Your Own Online Business: A Beginner's Guide (including 25 top online businesses)

CRN 17118 SEC 51 Mar 19 Th 7:00 p.m.-9:00 p.m.

Looking for ways to make money online? Turn your ideas or homemade products into income by starting an online business. You will learn how to: find a gap in a niche market and fill it; build your own website, and market your business effectively (including SEO) so potential customers will find you; take care of business forms and taxes; create multiple sources of income (including Affiliate commissions). You'll also get info about the 25 most popular online businesses to start. Informative handouts for future use are included in class fee. The instructor LeeAnne Krusemark is a Chamber of Commerce Past President, current author/editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. Informative handouts for future use are included in class fee. The webinar login information will be emailed the day before class.

Fee: \$35.00

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



BUSN 040

Make Money with a Virtual Assistant/Word Processing Business (pre-requisite, BUSN 002)

CRN 17112 SEC 51 Mar 14 Sat 5:00 p.m.-6:00 p.m.

If you can type, then you can make money at home using your computer. You will discover how and where to find clients, 50 ways to advertise/ market your services, effective home office equipment choices, and 100 ways to make money with a computer. (Participants must also attend "How to Start Any Home Business + 250 Home Business Ideas!" for a clear understanding of this endeavor.) There really is a need for your services, so learn to be your own boss, set your own hours, and make more money. Informative handouts for future use are included in class fee. The webinar login information will be emailed the day before class

Fee: \$25.00



Career

CRER 003

Getting Paid to Talk/An Introduction to Professional Voice Over

CRN 16592 SEC 51 Feb 26 Th 6:30 p.m.-8:00 p.m.

CRN 16593 SEC 52 May 11 M 6:30 p.m.-8:00 p.m.

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

Fee: \$45.00

CRER 095

Launch Your Pet-Sitting/ Dog-Walking Biz

CRN 17134 SEC 51 Mar 30 M 7:00 p.m.-8:00 p.m.

Love animals and want to earn extra cash? Turn your passion for pets into a thriving side gig! This fun, interactive class is perfect for teens who dream of walking dogs, feeding fish, or caring for cuddly cats while making money. You'll learn the basics of pet care, how to build trust with pet owners, set your rates, promote your services, and



handle tricky situations like nervous pets. You'll get cool handouts to keep and use anytime—no extra cost. We'll send the webinar login info the day before, so you're all set to join in!

Fee: \$25.00

CWD 026

ServSafe Prep. & Exam

CRN 15074 SEC 64 TBA

CRN 15131 SEC 67 TBA

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

Fee: \$109.00

CWD 829

Preparation for the Real Estate Salesperson's Licensing Exam

CRN 15078 SEC 64 TBA

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

Fee: \$399.00

CWD 830

Notary Public

CRN 15080 SEC 65

TBA

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.)

Fee: \$45.00



Computers & Technology

TECH 010

Introduction to Quickbooks

CRN 15499 SEC 51 Apr 8-29 W 5:30 p.m.-8:30 p.m.

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

Fee: \$199.00

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



TECH 113

A Practical Computer Class for Older Adults

CRN 17136 SEC 51 Jan 13 T 11:00 a.m.-12:00 p.m.

CRN 17137 SEC 52 Jan 13 T 6:00 p.m.-7:00 p.m.

CRN 17138 SEC 53 Feb 9 M 4:30 p.m.-5:30 p.m.

Have you taken computer classes before and been totally lost? Well, this unique class is for those who are looking for simple and practical instructions. We will discuss the popular YouTube website that offers 1000s of free informative and entertaining videos, show a few email tips and tricks, demonstrate online shopping, visit AARP and other related websites for seniors, use some shortcut keys and navigate Google Search to do research and get information. So, if you have been frustrated with other classes, consider taking this refreshing and informative computer class for older adults! You won't be disappointed! Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$20.00

TECH 114

Defining and Demonstrating Basic Computer Terms for Beginners

CRN 17140 SEC 51 Jan 12 M 6:00 p.m.-7:00 p.m.

CRN 17141 SEC 52 Mar 13 F 2:30 p.m.-3:30 p.m.

Do you know how a basic backup of pictures is done? How about what a web address is, and how

to use it? Do you have a working knowledge of what a browser is, saving documents, and email attachments? The instructor will define and demonstrate other very basic terms from A-Z. Some terms include search box, PDF file, scrolling, Wi-Fi, folders, and operating systems (Windows). If you are a recent learner and struggle with basic computer terms, this class is for you! Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$20.00

TECH 115

AI (Ai) for Older Adults – So Easy and Practical!

CRN 17142 SEC 51 Jan 22 Th 11:00 a.m.-12:00 p.m.

CRN 17143 SEC 52 Feb 13 F 5:30 p.m.-6:30 p.m.

CRN 17144 SEC 53 Mar 18 W 2:00 p.m.-3:00 p.m.

CRN 17145 SEC 54 Apr 14 T 12:00 p.m.-1:00 p.m.

Are you curious about AI? Then this class is for you! (Older adults will find this class very rewarding!) We will explore the practical benefits of using a basic form of AI called ChatGPT. Find quick written solutions to problems based on your exact needs. Generate personalized text in seconds for invitations, letters, and any other materials you are looking to create. AI will quickly generate any text for you based on your interest. Take your search, research, inquiries, and answers to questions to a whole new level! Also, never worry about grammar and spelling errors again! You will be amazed at how user-friendly

this session will be. Take this class; you won't be disappointed! Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$20.00

TECH 118

Windows 11 - Starting from the Beginning

CRN 17172 SEC 51 Feb 11 W 11:00 a.m.-12:00 p.m.

CRN 17173 SEC 52 Apr 1 W 2:30 p.m.-3:30 p.m.

See how to use the desktop and the new taskbar. We'll also explore the start menu and related features. In addition, you will learn about the new design, the use of widgets, and how Windows 11 is organized. (Not for Apple/Mac users.) Meet us on Zoom for this informative class! 4-5 star ratings from 1000s of older adults! Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$20.00

TECH 119

Microsoft Word: The Very Basics

CRN 17148 SEC 51 Mar 30 M 2:00 p.m.-3:00 p.m.

Your instructor will break down the unknown Microsoft Word stuff, and present them to you in a clear, sensible, and enjoyable way! We will briefly look at the free and paid version of word processors. Then the instructor will open and show basic functions in Microsoft Word. We will go on to explore saving, alignments, bullets, numbering, and indents. (Not for Apple/Mac users.) Class is

TESTING SERVICES

ACT WorkKeys Exams

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CASTLE Worldwide

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Crane Institute of America (CIC)

Go to craneinstitute.com

HCC High Stakes Testing Center

p: 413.552.2112

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 ets.org for registration information

HiSET Testing (Formerly GED)

Contact 413.522.2292 or hiset.ets.org to register

Kryterion

Go to kryteriononline.com to register

Law School Admissions Council

LSAC and MPRE

Go to tolsac.org for registration information.

Pearson Vue

Contact the testing center to register or go to pearsonvue.com.

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.

delivered via Zoom and a link will be shared the day before the class.

Fee: \$20.00

TECH 120 Getting More Out of Microsoft Word

CRN 17149 SEC 51 Mar 31 T 2:00 p.m.-3:00 p.m.

Let's make your tasks in Microsoft Word a lot easier! You will save time and frustration and see how to properly use tabs. We will go on to explore dictation, easy paragraph functions, the sort feature, and using macros to eliminate laborious repetition. See the beauty of working with soft and hard returns and how to easily create and use tables. Get tips and tricks, as well as use shortcuts to save time. Let's look at creating headers/footers and using the Format Painter to easily format existing text. (Not for Apple/Mac users.) Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$20.00

TECH 121 All About Pictures – Finding, Organizing, Editing, and Saving on Your Computer!

CRN 17156 SEC 51J Jan 20 T 12:00 p.m.-1:00 p.m.

During this class you will learn how to manage pictures on your computer. Also, find out how to name, rename, and move pictures into folders to get organized. We will take a look at using the Photo Gallery and minor editing of pictures, such as cropping and making enhancements. We will use pictures for desktop backgrounds and insert a picture into Microsoft Word to manipulate for flyers, invitations, and other printed materials. This is a great class - held over Zoom. (Not for Apple/Mac users.) Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$20.00

TECH 122 Working With And Organizing Your Documents on Windows 10 and 11

CRN 17150 SEC 51 Jan 20 T 11:00 a.m.-12:00 p.m.

The instructor will show you how to save files with Microsoft Word and your free installed Windows 10 and 11 word processors. We will also cover how to create a PDF file and why we would use them. You will see how to view, organize, and find your documents, as well as place them on flash drives, external drives, and the cloud. We'll explore features to preview documents without opening them and attach documents to your e-mail for sending. Learn all these features in the Zoom classroom! Class is delivered via Zoom and a link will be shared the day before the class. (Not for Apple/Mac users.)

Fee: \$20.00

TECH 123 Excel For The Absolute Beginner

CRN 17151 SEC 51 Jan 29 Th 11:00 a.m.-12:00 p.m.

CRN 17174 SEC 52 Feb 17 T 2:00 p.m.-3:00 p.m.

CRN 17175 SEC 53 Mar 26 Th 4:00 p.m.-5:00 p.m.

Instructor will demonstrate how to navigate and interface with Excel's basic features. See how to create a simple contact list. You will view how to use calculations such as AutoSum and see how to generate simple formulas. Also, learn to use the fill handle, sort existing data, merge and center, move cells and ranges, and wrap text. Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$20.00

TECH 126 Using browsers, exploring websites and getting the most out of the web

CRN 17152 SEC 51 Mar 5 Th 11:00 a.m.-12:00 p.m.

CRN 17176 SEC 52 Apr 21 T 4:00 p.m.-5:00 p.m.

Learn about browsers and how to use them. Create favorites, use browser tabs, and enlarge web pages, as well as use 'Read aloud', and search. Get the best out of search engines such as Google. Explore websites and get cooking recipes, access free games, shop, get free stuff, and visit practical websites for adults and seniors. Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$20.00



TECH 127 Computer Scam, And What Not To Click On!

CRN 17153 SEC 51 Jan 15 Th 1:30 p.m.-2:30 p.m.

CRN 17154 SEC 52 Feb 19 Th 5:00 p.m.-6:00 p.m.

CRN 17155 SEC 53 Mar 24 T 3:00 p.m.-4:00 p.m.

Don't let your computer control you! Find out what you should and should NOT click on. Instructor will discuss scams to know about; frustrating and suspicious popups; advertisements; your haywire computer, e-mail ads, and links. (Not for Apple/Mac users, or tablets.) Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$20.00

TECH 128 Learn The Basics Of PowerPoint For Zoom

CRN 17157 SEC 51 Jan 27 T 4:00 p.m.-5:00 p.m.

You can create eye-catching presentations with PowerPoint! Explore the PowerPoint interface and see presentations from simple stock designs. Learn to easily apply themes, animate text, and insert images. See how to create text boxes and enhance a presentation by adding animations and transitions. Finally, view the actual presentation as seen by your audience and get a few tips and tricks to design presentations for maximum impact. (We do not show how to share PowerPoint in Zoom during this class. Not for Apple/Mac users.) Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$20.00

TECH 131 Exploring Apps On Your Smart Phone

CRN 17158 SEC 51 Mar 20 F 12:00 p.m.-1:00 p.m.

The word "apps" is short for applications. You have many standard apps on your phone for practical uses. Let's use many of these apps in this user-friendly class. We will discuss and demonstrate your maps, calendar, photo gallery, some settings, widgets, search, getting apps, and do more as time permits. Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$20.00

TECH 132 Save Time And Money With An Easy Computer Tune-Up

CRN 17159 SEC 51 Feb 6 F 10:00 a.m.-11:00 a.m.

Save money and fix your computer yourself! No great skills needed. Use three proven free online software to fix most software related issues like malware and viruses with a few clicks of a button! Speed up your computer in no time! (Not for Apple/Mac users.) Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$20.00

TECH 133 Understanding All The Keys On Your Keyboard

CRN 17160 SEC 51F Feb 26 Th 11:00 a.m.-12:00 p.m.

This unique class is not about learning to type. Rather, the instructor and class will explore all the lesser-known symbols and keys on the keyboard. You will learn the difference between the shift and caps lock. See how the tabs key is used to properly create tabs. Also find out about Ctrl, FN, Alt, and Esc keys. The instructor will demonstrate all keys from the students' illustrated keyboard handouts. User-friendly shortcut keys will also be discussed. As a bonus, there will be a brief demonstration on where students can go online

to practice and acquire easy to learn typing skills. Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$20.00

TECH 134

For The Non-Designer: Design Business Cards, Flyers, Invitations, And More!

CRN 17161 SEC 51 Feb 3 T 11:00 a.m.-12:00 p.m.

Learn to edit beautiful looking designs for practically any type of online or print project. The instructor will show how to easily get and use the free user-friendly Canva program. This class is for novice and beginning designers and non designers. You will be amazed at how professional your projects will look. Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$20.00



TECH 135

Getting To Know Your iPhone

CRN 17163 SEC 51 Feb 23 M 11:00 a.m.-12:00 p.m.

CRN 17164 SEC 52 Feb 24 T 11:00 a.m.-12:00 p.m.

CRN 17165 SEC 53 Feb 25 W 11:00 a.m.-12:00 p.m.

CRN 17166 SEC 54 Apr 28 T 4:00 p.m.-5:00 p.m.

CRN 17167 SEC 55 Apr 29 W 4:00 p.m.-5:00 p.m.

CRN 17168 SEC 56 Apr 30 Th 4:00 p.m.-5:00 p.m.

Author and instructor Mike Wilson will demonstrate how to use your smart phone. This class is designed for mature and recent iPhone users! Mike will cover cell phone topics, such as: the photo app, texting, navigating, apps, contacts, e-mail, camera, App store, settings, and the Internet. Class is delivered via Zoom and a link will be shared the day before the class.

Not for Android users.

Fee: \$55.00

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



TECH 136

Getting To Know Your Android

CRN 17169 SEC 51 Apr 8 W 2:00 p.m.-3:00 p.m.

CRN 17170 SEC 52 Apr 9 Th 2:00 p.m.-3:00 p.m.

CRN 17171 SEC 53 Apr 10 F 2:00 p.m.-3:00 p.m.

Author and instructor Mike Wilson will demonstrate how to use your smart phone. This class is designed for mature and recent Android users! Mike will cover cell phone topics, such as: the photo app, texting, navigating, apps, contacts, e-mail, camera, the Play Store, settings, and the Internet. Class is delivered via Zoom and a link will be shared the day before the class. Not for iPhone users.

Fee: \$55.00



Expression

EXPR 009

Piano for Pleasure: Private Lessons for Adults

CRN 15249 SEC 51 Feb 2-Mar 30 M 3:30 p.m.-6:00 p.m.

It's never too late to learn to play the piano! Learn key names, body/hand position, scales, chords, rhythmic values and note reading in a relaxed environment. Uncover a variety of musical styles, including 12 bar blues. Must have access to a piano or keyboard for practice of weekly assignment. "Play Piano Now" (#17193) published by Alfred, is available at music stores or on-line and needed for the first lesson. Upon registration, the instructor will contact you regarding a time slot. Instructor: Marie Meder. No Class on February 16

Fee: \$164.00

EXPR 062

Introduction to Music Technology

CRN 17000 SEC 51 Feb 10-Mar 17 T 6:00 p.m.-8:00 p.m.

Music technology is a broad field of disciplines that includes topics such as recording and mixing, live sound, synthesis, and hardware performance. This course will cover accessible techniques in these fields, focusing on tools that will empower students with the ability to engage with music technology in their lives. Curriculum will include microphones, digital audio workstations (DAWs), musical instrument digital interface (MIDI), live-sound setups, digital and hardware synthesizers, hardware performance, and other topics in music technology based on the interest of the students. By the end of the course students will be able to record and mix audio to produce audio projects, set up and control live sound scenarios, and gain a deeper understanding of electronically-produced music and the hardware used to make it. Instructor: Ethan Lindblom

Fee: \$149.00

EXPR 063

Introduction to Screenwriting for Television or Movies

CRN 17098 SEC 51 Mar 10 T 5:00 p.m.-7:00 p.m.

In this comprehensive session, you will learn about special screenwriting terms and formats for television and the big screen. You will also learn how to plot a story, develop characters, and execute your work in the proper screenwriting format. You will discover the difference between a Treatment, a Spec Script and a Shooting Script and when to do each. And, you'll get an inside look into the business of selling your script to agents and producers. Informative handouts for future use are included in class fee. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$35.00

EXPR 064

How to Make Money on Social Media (Without Being Famous)

CRN 17099 SEC 51 Mar 10 T 7:00 p.m.-8:00 p.m.

Think you need millions of followers to cash in on social media? Think again. In this power-packed session, teens will discover how to turn their social media savvy into real money—no fame required. Learn insider strategies for building authentic engagement, creating content that sells, and tapping into brand partnerships and side hustles that fit your style and schedule. Whether you're dreaming of your first paycheck or a side income, this class gives you the tools to start earning NOW, using the platforms you already love. Get ready to unlock your social media potential and make money on your terms! You'll get awesome handouts to keep and use later—all included in the class fee. Your instructor, LeeAnne Krusemark, is a total pro: she's led a Chamber of Commerce, writes and edits books, and teaches publishing classes across the country (yep, even at Harvard Adult Ed!). Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$25.00

EXPR 065

Nonfiction Writing Essentials: Tell True Stories with Purpose

CRN 17101 SEC 51 Mar 11 W 5:00 p.m.-7:00 p.m.

Ready to turn your real-life stories into unforgettable nonfiction? Whether you're crafting a memoir, how-to guide, personal essay, or narrative article, this class is your launchpad to powerful, authentic writing. Discover how to pick compelling topics, unleash your unique voice, and organize your ideas with clarity and punch. Explore every nonfiction format—from blogs to books—and master techniques for crafting openings that hook, weaving in research seamlessly, and polishing your work for maximum

Spring 2026

impact. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. Informative handouts for future use are included in class fee. Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$35.00

EXPR 066

Beginner's Guide to Getting Published

CRN 17103 SEC 51 Mar 11 W 7:00 p.m.-9:00 p.m.

If your goal is to become a published freelance writer by selling a magazine article, short story, poem, or even a novel to a traditional publisher, this comprehensive workshop will guide you to, then past the editor's desk. You will discover how to: *become a "published" writer overnight * submit manuscripts the correct way * find the right publisher for your work * write irresistible query letters * determine when and how to get an agent * 100 ways to make money as a freelance writer If you really want to succeed, this step-by-step workshop is a must! Informative handouts for future use are included in class fee. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$35.00

EXPR 067

Explore 50 Different Self-Publishing Options (prerequisite EXPR 066)

CRN 17104 SEC 51 Mar 11 W 9:00 p.m.-10:00 p.m.

Self-Publishing is all the rage, but is it the best option for YOU? (Participants must also attend "Beginner's Guide to Getting Published") And, can you do both? You will discover the pros and cons of all the self-publishing options, including print-on-demand and e-book publishing, as well as Amazon options, and see how they compare to traditional publishing. Informative handouts, including a rated description of 50 self-publishing companies for future use are included in class fee. Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$25.00

EXPR 068

Writing for Online Blogs, Magazines & Websites

CRN 17105 SEC 51 Mar 12 Th 5:00 p.m.-7:00 p.m.

You don't need a journalism degree or previously published articles to write for anyone's online blog, magazine, or website. Some opportunities offer exposure, while many pay well -- \$1 a word and more. In this fast-paced session, you will learn how to: find ideas, sources, and more than



1,000 opportunities that pay, conduct interviews and create interesting content, protect your copyright, write query letters, and then use this credibility to sell other articles or even your self-published novel. Informative handouts for future use are included in class fee. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$35.00

EXPR 069

Creative Writing 101: A Beginner's Guide

CRN 17107 SEC 51 Mar 13 F 5:00 p.m.-7:00 p.m.

You don't need a degree in creative writing to be an exceptional writer and get paid for it! Anyone with a passion for writing can learn and develop their fiction and non-fiction writing skills. Whether you're writing from your own life experience, creating new worlds, or informing readers about important information, this class will teach you about the different forms of creative writing, the top 10 creative writing tips for beginners, as well as how to brainstorm for new creative writing ideas, bring your words to life with engaging descriptions, develop your own writing style, and how to get paid for your creative writing. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. Informative handouts for future use are included in class fee. Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$35.00

EXPR 070

Write Your First Novel (in 90 Days!)

CRN 17108 SEC 51 Mar 13 F 7:00 p.m.-10:00 p.m.

This intensive course provides a schedule of crafting a novel from start to finish, which you can finish in as little as 90 days! This class will also help you stay motivated throughout the journey. You will learn how to select your novel genre and develop a compelling premise, create multidimensional characters and immersive settings, craft a detailed plot outline, manage your time to keep your writing flow consistent, combat common roadblocks including writer's block, By the end of this class, you will know how to complete your novel and have the knowledge and confidence to move forward with the publishing process. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. Informative handouts for future use are included in class fee. Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$45.00

EXPR 071

Be a Better Writer: 10 Easy Tips to Improve your Writing NOW!

CRN 17109 SEC 51 Mar 14 Sat 11:00 a.m.-2:00 p.m.

We write everyday: emails, social media posts, work projects, and even non-fiction or creative writing. Improving is just a matter of knowing some simple tricks to make your writing more impactful and readable, and may help get you a promotion at work or avoid rejection from a publisher. In this hands-on session, there will be writing/editing examples and exercises so you can see in real time how to make sentences flow properly while still maintaining reader interest, and you will leave with a workbook full of writing tips and tricks, which is included in the class

fee. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$45.00

EXPR 072 Explore the World as a Travel Writer

CRN 17117 SEC 51 Mar 19 Th 5:00 p.m.-7:00 p.m.

If you love to travel and love to write, this is for you! We will discuss how to use all your senses in a new destination to create more detailed and in-depth descriptions that capture and maintain readers' interest, and whether or not you need to include photos with your work. You will also learn how to find and submit your finished product to print and online markets, the business side of travel writing (how to take travel tax deductions), and how to avoid worn-out travel writing clichés. Informative handouts for future use are included in class fee. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$35.00

EXPR 073 Beginner's Guide to Starting a FREE Blog

CRN 17106 SEC 51 Mar 12 Th 7:00 p.m.-9:00 p.m.

You don't need a journalism degree or previously published articles to write for anyone's online blog, magazine, or website. Some opportunities offer exposure, while many pay well — \$1 a word and more. In this fast-paced session, you will learn how to: find ideas, sources, and more than 1,000 opportunities that pay, conduct interviews and create interesting content, protect your copyright, write query letters, and then use this credibility to sell other articles or even your self-published novel. Informative handouts for future use are included in class fee. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$35.00

EXPR 074 Write a Riveting Mystery, Suspense, or Crime Story

CRN 17119 SEC 51 Mar 24 T 5:00 p.m.-7:00 p.m.

Become a mystery writer for fun or profit! You will discover the different sub-genres and three-act story structure of mystery writing and create an intriguing cast of characters. Learn how to research and pick your setting, make sure your

opening grabs readers' attention, use "red herrings" to misdirect your readers and create suspense until you're ready for the final reveal. Publishing options will also be discussed. Informative handouts for future use are included in class fee. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$35.00

EXPR 075 How to Outline and Write an Irresistible Romance

CRN 17120 SEC 51 Mar 24 T 7:00 p.m.-9:00 p.m.

Romance is the #1 selling fiction genre. Whether you're a new or experienced writer, this comprehensive session will help you sharpen your skills with practical step-by-step advice. You will discover the different romance sub-genres and understand the proven romance formula. You will also learn to create a unique setting, introduce your protagonist (lead character), percolate friction, and write relatable dialogue as well as intimate scenes. Publishing options will also be discussed. Informative handouts for future use are included in class fee. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$35.00

EXPR 076 Writing Personal Essays That Matter

CRN 17121 SEC 51 Mar 25 W 5:00 p.m.-7:00 p.m.

Ready to transform your life stories into powerful essays? You'll uncover how to dig deep into your memories, craft compelling narratives, and write with raw honesty and unforgettable voice. Whether you're capturing life-changing moments or finding meaning in everyday experiences, you'll learn how to create personal essays that truly resonate. Plus, get insider tips on where to submit your work—from top literary magazines to popular online platforms—so your stories reach readers eager to connect. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. Informative handouts for future use are included in class fee. Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$35.00

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



EXPR 077 Writing (and Selling!) Flash Fiction: Say More With Fewer Words

CRN 17123 SEC 51 Mar 26 Th 5:00 p.m.-7:00 p.m.

Master the art of telling unforgettable stories—in less than 1,000 words. This fast-paced class dives into the thrilling challenges of flash fiction, teaching you how to build vivid characters, control pacing, and deliver powerful emotional punches with precision and economy. You'll practice tight, impactful writing techniques—and get insider tips on where to sell your flash fiction to start building your publishing credits and income. Ready to make every word count? This is your storytelling power boost. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. Informative handouts for future use are included in class fee. Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$35.00



EXPR 078 Beginner's Guide to Using FREE ChatGPT (AI) for Writers

CRN 17124 SEC 51 Mar 26 Th 7:00 p.m.-9:00 p.m.

ChatGPT (AI) is here to stay and is the future for writers and content creators. Don't be left behind! No prior AI experience required. Do you want to learn how to incorporate the power of cutting-edge technology to gain ideas and inspiration, write web content, articles, and even novels or scripts? In this beginner-friendly course, you'll learn how to register for a FREE ChatGPT account, input effective writing prompts to avoid nonsense responses, build creative content, from stories to marketing copy, determine its capabilities and limitations & understand ethical/legal considerations using ChatGPT. There's no doubt ChatGPT and similar AI systems will force the job market to evolve. It's crucial for everyone to adapt, learn new skills, and be open to working in collaboration with AI, so start building your expertise in the world of ChatGPT now! The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult

Education. Informative handouts for future use are included in class fee. Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$35.00

EXPR 079 Writing Short Stories: A Beginner's Guide

CRN 17125 SEC 51 Mar 27 F 5:00 p.m.-7:00 p.m.

Writing short stories (1,000–30,000 words) helps you discover your writing voice and how to convey your ideas. You'll learn how to bring your story to life with an engaging plot, as well as character development, action, and dialogue. You'll also learn the technical parts of crafting a short story, including structure, important character moments, and progression in the story. You'll also know what to do with your short story once completed, including editing, proofing, and publishing options. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. Informative handouts for future use are included in class fee. Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$35.00

EXPR 080 Comedy Writing: How to Be Funny on Paper and Stage

CRN 17126 SEC 51 Mar 27 F 7:00 p.m.-9:00 p.m.

Whether you need to make a dull work presentation more lively, mix laughter with learning in the classroom, or ultimately want to write for print/production or perform your own stand up routine, this fast-paced session will show you how to apply humor to all aspects of your life. You will learn the anatomy a joke, how to use your powers of observation to sharpen your wit, write different types of jokes, and use humor to entertain and influence people. Informative handouts for future use are included in class fee. The instructor LeeAnne Krusemark is a former stand-up comedian at places like The Laugh Factory in Hollywood, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$35.00

EXPR 082 Pitch Perfect: Crafting Query Letters & Proposals That Sell

CRN 17129 SEC 51 Mar 28 Sat 2:00 p.m.-3:00 p.m.

Want editors to say “yes” to your pitch? In this power-packed session, you'll learn how to craft irresistible query letters and proposals that demand attention. Discover how to hook an editor in the first sentence, tailor your pitch for maximum impact, sidestep the mistakes that sink

submissions, and follow up like a pro. By the end, you'll have the skills and confidence to pitch your book, article, or services—and actually get the green light. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. Informative handouts for future use are included in class fee. Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$25.00

EXPR 083 Overcome Writer's Block: Tools to Get Unstuck and Inspired

CRN 17130 SEC 51 Mar 28 Sat 3:00 p.m.-4:00 p.m.

Words stuck in your head instead of on the page? This high-energy class is your breakthrough. Discover powerful techniques and dynamic creative exercises that blast through writer's block and ignite your imagination. You'll learn how to spark ideas from the unlikeliest places, ditch perfectionism, and build unstoppable daily writing habits. Walk away with renewed confidence, a flood of inspiration, and the momentum to write boldly, consistently, and with joy. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. Informative handouts for future use are included in class fee. Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$25.00

EXPR 084 10 Practical Tips to Writing Powerful Dialogue (in novels & scripts)

CRN 17131 SEC 51 Mar 28 Sat 4:00 p.m.-5:00 p.m.

Writing believable, relatable dialogue is an art-form, but fortunately there are some tried-and-tested methods and techniques you can use right now to improve the dialogue in your novel or script. In this fast-paced session, you'll

learn how to turn ordinary words into compelling dialogue, use clean dialogue tags, differentiate character voices, use dialogue instead of narrative/voiceover, avoid dialogue “dumps,” and be real, but not boring. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. Informative handouts for future use are included in class fee. Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$25.00

EXPR 085 Show, Don't Tell: Make Your Writing Come Alive

CRN 17132 SEC 51 Mar 28 Sat 5:00 p.m.-6:00 p.m.

Transform your writing from flat to unforgettable. Dive into the art of “show, don't tell” and learn how to craft manuscripts that leap off the page. This hands-on class unlocks the secrets of vivid descriptions, sensory details, dynamic dialogue, and action that grip readers from the first word. With practical exercises designed to spotlight weak spots and supercharge your prose, you'll walk away with the tools to create stories that readers can see, feel, and live—page after page. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. Informative handouts for future use are included in class fee. Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$25.00

EXPR 086 Using Amazon's Kindle Direct to Self-Publish your Book for FREE

CRN 17133 SEC 51 Mar 30 M 6:00 p.m.-7:00 p.m.

Whether you're looking to publish a paperback novel or short eBook now or in the future, this detailed tutorial will teach you step-by-step how to create an Amazon KDP account, format your manuscript and upload it to the platform, easily



create a book cover from available templates, determine pricing and royalties, develop a sales pitch for your Amazon page, and write an Amazon author bio. Informative handouts for future use are included in class fee. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$25.00

EXPR 087

Book Marketing Bootcamp: Promote Like a Pro Without a Publicist

CRN 17135 SEC 51 Mar 31 T 5:00 p.m.-7:00 p.m.

Self-published or indie authors—this high-impact session gives you the insider playbook for marketing on a budget. Explore the fastest, smartest ways to grow your author platform, engage readers, leverage social media, organize book launches/signings, run ads, secure reviews, and other proven tactics to turn your book into a must-read and keep sales climbing. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. Informative handouts for future use are included in class fee. Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$35.00



Home and Garden

HOME 025

Getting to Know Your Sewing Machine with Andrea Zax

CRN 16850 SEC 51 Mar 24 T 5:00 p.m.-8:00 p.m.

In this one shot class Andrea will be a resource for students to help you understand how to use your sewing machines. Beginners will leave confident of how to thread their own machine, wind a bobbin and sew a simple drawstring bag. The first half of the class will feature one on one interaction with students to make sure they can thread and wind a bobbin. Following the threading can be challenging at first. As students become more familiar with the threading they will move on to some stitching of straight lines to get better control of the speed and how the fabric and machine work together. Fabric and drawstrings will be provided. Students will also learn how to make a drawstring bag with step by step instruction. If time permits, we may also explore zig-zag stitches, hem stitch and zipper foot. Sign up for this interactive beginner's class now!

Fee: \$39.00



HOME 026

Sewing for Beginners with Andrea Zax

CRN 16849 SEC 51 Mar 31-Apr 21 T 6:00 p.m.-8:00 p.m.

CRN 17127 SEC 52 May 5-26 T 6:00 p.m.-8:00 p.m.

If you have always wanted to sew and feel you need some hands-on guidance, come to this class. Do you want to make a pillow, placemats or hem some pants? Bring your sewing machine, project ideas and come to this class. We will review how to thread and set up your machine and then start sewing! Bring some woven cotton or cotton blend fabric, thread to match, scissors for fabric, seam ripper, measuring tape, pins, a note book to write in and enthusiasm to sew! Instructor Andrea Zax.

Fee: \$99.00



Languages

LANG 005

Conversational French 1

CRN 16991 SEC 51 Feb 10-Mar 24 T 6:00 p.m.-8:00 p.m.

Enjoy an introduction to the French culture via fun conversations. The goal of the class is to cover different topics such as introducing yourself, talking about your family, making arrangements for a trip etc. These are the first building blocks needed for achieving proficiency in the French language. We'll also review culture, customs and French influence around the world. Gain more confidence in conversing in French. Instructor Ingrid Vega.

Fee: \$179.00

LANG 006

Conversational French 2

CRN 16992 SEC 51 Mar 31-May 12 T 6:00 p.m.-8:00 p.m.

Want to learn more French? The goal of the class is to emphasize the ability of each student to discuss topics such as holidays, services and travel using everyday expressions. The class will prepare you with the basic foundation for a safe and fun "sejour" in France or other francophone

countries. At the end of the course, you will have a better understanding of the French culture and will be more confident in conversing in French. Suggested prerequisite: a basic knowledge in French grammar. Instructor Ingrid Vega.

Fee: \$179.00

LANG 008

Basic Conversational Spanish 1

CRN 15721 SEC 51 Feb 25-Apr 8 W 6:00 p.m.-8:00 p.m.

An introduction to basic Spanish language. Covering words, phrases, asking questions and providing answers. The first building blocks needed for achieving proficiency will be emphasized. Finish the workshop having some confidence in speaking Spanish. Class is delivered via Zoom and a link will be shared the day before the class. Instructor: Karolina Kopczynski.

Fee: \$179.00



LANG 009

Conversational Spanish 2

CRN 17102 SEC 51 Apr 9-May 21 Th 6:00 p.m.-8:00 p.m.

Continuation of level 1 with focus on learning about family, house, hobbies and other. The class will be presented via Zoom. Instructor Karolina Kopczynski.

Fee: \$179.00



Money and Investment

MONEY 009 **Retirement Planning Today**

CRN 15402 SEC 51 May 5-12 6:00 p.m.-9:00 p.m.

Will you be financially ready to retire at the age you're planning? If you haven't started planning, how do you begin the process? In this comprehensive retirement planning course, learn strategies on how to: create your own goals for a successful retirement; plan your retirement income to preserve a comfortable standard of living; transfer the risk of potential losses before and during retirement; remain financially flexible during retirement; reduce or eliminate taxes, expenses, delays and legal challenges with estate planning. Program includes free Text/Reference Guide and Personal Financial Fact Finder. Non-credit tuition includes couples. Instructor Jack Yvon.

Fee: \$75.00

MONEY 059 **Save Money with Extreme Couponing!**

CRN 17113S EC 51 Mar 17 T 5:00 p.m.-6:00 p.m.

Learn how to save \$\$\$ every day with extreme couponing. Coupons are NOT just for groceries. The savings can add up to HUNDREDS or even THOUSANDS of dollars every year. This comprehensive workshop will teach you: * where to find all different types of coupons, even for high ticket items * how to find the best coupon apps and websites * how to match coupons with sales for maximum savings This workshop is taught by someone who has used many couponing secrets to save thousands. Informative handouts for future use are included in class fee. Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$25.00

MONEY 062 **Social Security Income Enhancing Strategies**

CRN 15404 SEC 51 Apr 22 W 6:00 p.m.-8:00 p.m.

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

Fee: \$49.00



MONEY 075 **Earn Extra Money Mystery Shopping (post-requisite)**

CRN 17110 SEC 51 Mar 14 Sat 2:00 p.m.-3:00 p.m.

Have you seen ads telling you how to become a shopper, but only if you send them a lot of money? You do not have to pay to begin your new career in this exciting field. (Participants must also attend "How to Start Any Home Business + 250 Home Business Ideas!" for a clear understanding of this endeavor.). You will learn how to sign up with many legitimate mystery shopping companies WITHOUT FEES, avoid pitfalls and scams, create a required mystery shopping resume and profile, and how to file your mystery shopping reports for payment. Informative handouts for future use are included in class fee, including a list of 25 legitimate companies you can work for. Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$25.00

MONEY 076 **Make Money as a Freelance Writer: A Beginner's Guide**

CRN 17114 SEC 51 Mar 17 T 6:00 p.m.-8:00 p.m.

If you've got a way with words and love to write, freelance writing has emerged as a significant force in the gig economy, offering flexibility, independence and a way to make money online and offline, for supplemental income or a full-time career. You'll learn the top 10 areas of freelance writing, as well as how to create writing samples and pitches/queries, develop your freelance writing "brand," and find reliable job boards and avoid content mills. Informative handouts for future use are included in class fee, and include links to more than 1,000 ways to get paid as a freelance writer. The instructor LeeAnne Krusemark is a former journalist,

current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$35.00

MONEY 077 **\$Monetize\$ Websites, Blogs, and Social Media with Affiliate Marketing**

CRN 17115 SEC 51 Mar 18 W 5:00 p.m.-7:00 p.m.

Earn a passive monthly income from selling other people's products by placing a merchant-provided advertisement link on your site and get a commission for every sale, click or lead. Learn where to find 1000+ free and low cost opportunities and how to avoid scams or links that won't offer a beneficial ROI (return on investment). Learn how to find high, recurring, and second-tier commissions. You'll also learn SEO secrets to increase your site's ranking and visibility on search engines like Google. Informative handouts for future use are included in class fee. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$35.00

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



MONY 078 **Content Creation for Cash:** **Social Media Writing that Works**

CRN 17116 SEC 51 Mar 18 W 7:00 p.m.-9:00 p.m.

Harness the power of social media to grow your audience and boost your brand—one post at a time. This dynamic class dives deep into crafting scroll-stopping content tailored for each platform, from Instagram reels to Twitter threads. Learn how to write engaging captions, spark viral shares, and use storytelling to build authentic connections that keep followers coming back. You'll also discover savvy strategies to turn likes and comments into real income by monetizing your social presence like a pro. The instructor LeeAnne Krusemark is a former journalist, current author and editor, and a nationwide Professor of Publishing at higher learning institutions, including Harvard Adult Education. Informative handouts for future use are included in class fee. Class is delivered via Zoom and a link will be shared the day before the class.

Fee: \$35.00

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



MONY 073 **Introduction to Financial** **Literacy**

CRN 17178 SEC 51 Apr 7-28 T 6:00 p.m. 8:00 p.m.

This beginner friendly session is designed for individuals with little or no prior knowledge of personal finance. Participants will learn basic fundamental concepts such as budgeting, saving, bank accounts, the basics of credit and credit scores, basic insurance needs and debt. The class will use simple language, real life examples, and interactive activities to help attendees gain confidence in managing their everyday finances. Instructor George Revoir.

Fee: \$25.00

MONY 074 **Financial Literacy: Building on** **the Basics**

CRN 17179 SEC 51 May 5-26 T 6:00 p.m. 8:00 p.m.

This session builds on the foundational knowledge from Section 1, introducing more in-depth topics such as setting financial goals, understanding interest rates, and the basics of investing. Participants will also explore strategies for managing debt, planning for emergencies, retirement saving options (IRA, ROTH, 401(k) plans) and making informed financial decisions. The class will include practical exercises and discussions to help solidify these essential skills. Instructor George Revoir.

Fee: \$25.00

MONY 079 **Financial IQ: Planning for** **Retirement**

CRN TBD SEC 51 Feb 11 W 6:00 p.m.-7:30 p.m.

Explore how to create a balanced retirement strategy using three key asset types—Growth, Access, and Predictable Income. Learn how the 4-Box Strategy helps align your income sources with your retirement needs.

Fee: \$25.00

MONY 080 **Financial IQ: Retirement Risks**

CRN TBD SEC 51 Mar 4 W 6:00 p.m.-7:30 p.m.

Understand five common risks retirees may face—Longevity, Inflation, Rate of Withdrawal, Asset Allocation, and Health Care Costs—and discover practical ways to plan for them.

Instructor Jack Yvon

Fee: \$25.00

MONY 081 **Financial IQ: Investment Basics**

CRN TBD SEC 51 Apr 22 W 6:00 p.m.-7:30 p.m.

Learn the fundamentals of investing, including how stocks, bonds, and mutual funds work. This class provides a simple overview to help you make more informed financial decisions.

Instructor Jack Yvon

Fee: \$25.00



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Accounts Payable Manager Certification (Exam Cost Included)

This course will prepare you for the Institute of Finance & Management's (IOFM) Accounts Payable Manager (APM) certification, the gold standard within the financial operations industry. You will gain key AP skills, including leadership, internal controls and oversight, and process improvement. With the world of financial operations evolving at the speed of technology, certified APMs are in demand. In fact, more than 25,000 of your peers have advanced their careers with IOFM certification. Whether you're new to AP or have been in AP for years, this Accounts Payable Manager course is designed for you.

3 Months / 30 Course Hrs
\$1399.00

Accounts Receivable Manager Certification (Exam Cost Included)

Staffing trends and continued organizational demand will continue to drive the need for highly trained accounts receivable professionals. Cash management is a top concern for financial operations teams and their CFOs, who are worried about whether enough money is arriving to meet the needs of the business, customers' experience dealing with the company, protecting the company's cash from fraud, and the cost of performing these processes. Accounts receivable is a key strategic role player in managing the organization's cash flow, from setting customers' credit terms to collecting payments.

3 Months / 35 Course Hrs
\$1399.00

ACSM Personal Training

This online instructor-led course prepares you for the American College of Sports Medicine (ACSM) Certified Personal Trainer (CPT) certification exam. Additional supplemental documents are provided complimentary to you for use in preparing for the ACSM-CPT exam. The course was developed under the guidance of outstanding faculty drawn from colleges/universities, the allied health/medical field, and the personal fitness training profession. The course includes presentations and outlines, specialized exam preparation materials, and 145+ practice test questions. ACSM-CPTs work with healthy individuals and those with health challenges who can exercise independently to enhance their quality of

life, improve health-related physical fitness and performance, manage health risks, and promote lasting, healthy behavior changes.

6 Months / 150 Course Hrs
\$1595.00

Adobe Certified Professional in Visual Design (Vouchers Included)

In the fast-paced world of visual design, mastering Adobe software is a necessity. Our Adobe Certified Professional in Visual Design course focuses on equipping you with comprehensive training in three key tools: Photoshop, Illustrator, and InDesign. For those interested in certification, the course also prepares you for the relevant Adobe certification exams. This graphic design course employs a multi-faceted learning approach, including short explanations and demonstrations, hands-on exercises, video reviews, and quizzes. Each module is designed to offer you a comprehensive understanding of the software, covering both foundational elements and the nuanced specifics that could appear on the certification exams. By the end of this online visual design certification course, you will be proficient in Photoshop, Illustrator, and InDesign—with a portfolio to back it up. Equip yourself with the tools and experience to excel in the visual design industry with our Adobe Certified Professional in Visual Design course.

6 Months / 180 Course Hrs
\$1895.00

AutoCAD Basics

This AutoCAD Basics course will introduce you to the fundamentals of using AutoCAD for Computer-Aided Design (CAD). You will start at the very beginning—creating drafting symbols, kitchen and bath fixtures, a floor plan, and bringing everything together on a deliverable printed sheet. You will also create an abbreviated set of construction documents, such as a floor plan, roof plan, structural foundation plan, electrical plan, and building elevations. During this online AutoCAD course, you will learn about paper/model space and create deliverable sheet files. If you need to get an introduction to AutoCAD, this AutoCAD course for beginners will get you up—and running. This class is hands-on, real-world applicable, and includes optional projects.

3 Months / 60 Course Hrs
\$1723.00

Certificate in Healthcare and Eldercare

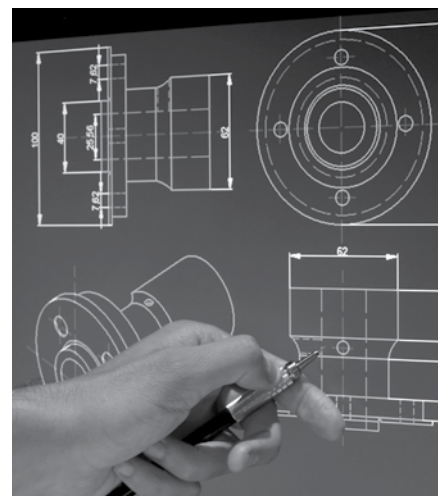
This course provides you with the skills needed to become a practicing mediator specializing in healthcare or eldercare disputes. It provides training in the INACCORD conflict resolution model, and offers you the chance to practice your skills through simulated roleplaying exercises. Additional specialized training will cover healthcare and eldercare topics including bioethics, family-provider disputes, elder abuse, and common billing and insurance conflicts. Upon successful completion, Mediators Without Borders will award you individual professional certificates in Mediation, Applied Mediation Practice, Healthcare and Eldercare Mediation, and Professional Healthcare and Eldercare Mediation. A final exam is optional upon completion of the course.

6 Months / 240 Course Hrs
\$3999.00

Certified AWS Developer (Voucher Included)

In this online training course, you will learn how to use the AWS SDK to develop secure and scalable cloud applications. You will also explore how to interact with AWS using code and discuss key concepts, best practices, and troubleshooting tips. This course can be used to prepare for the AWS Certified Developer – Associate exam. This course offers enrollment with a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility.

3 Months / 40 Course Hrs
\$2195.00





Certified Information Systems Security Professional (CISSP)

The course delves into everything you need to master to pass the CISSP certification exam, including security governance principles, risk management concepts, asset security, security architecture and engineering, communication and network security, identity and access management, security assessment and testing, security operations, and software development security. Completing your CISSP training online and earning your CISSP certification is ideal for you to advance your career in information security and risk management while also validating your ability to effectively design, implement, and manage best-in-class cybersecurity operations.

6 Months / 100 Course Hrs
\$2234.00

Certified Paralegal (Voucher Included)

Paralegals play a vital role in the legal profession. These qualified professionals take on a variety of tasks ranging from legal research to drafting legal documents in traditional law office settings and in the corporate, government, and public arenas. Formal training is a critical part of preparing for a career as a paralegal. The Paralegal course will help you gain the skills you need to enter the paralegal workforce. You will learn how to conduct legal research and legal interviews, how to perform legal analyses, and more. As you prepare for your paralegal career, you will also receive soft skills training to increase workplace effectiveness. The course concludes with a capstone project. You will first create a complete litigation file that includes: a legal analysis brief, an investigative report, client interview checklist, intake memo, complaint,

legal research, and interoffice memorandum of law. Then, you will learn how to create a strong resume that encompasses your specialized skill set and showcases the impact you would make for your next employer.

12 Months / 225 Course Hrs
\$3150.00

Certified Residential Interior Designer

Elevate your design aspirations and transform spaces with our Certified Residential Interior Designer course. Ideal for aspiring and experienced designers, this interior design class empowers you to expand your knowledge, advance your career prospects, and enhance your industry standing. Throughout this interior design certification course, you will explore the elements of interior design in great depth and investigate ways to combine these elements to meet your clients' needs and preferences.

From key design elements and principles to the history of styles and furnishings from different eras to reviewing materials, finishes, color, and textiles, you will leave this interior design course with a strong fundamental overview of interior design essentials. Beyond your interior design training, you will learn how to build a successful design business, cultivate your client base, and interact with clients in various scenarios appropriately. This program will help you hone your craft through its enriching, practical coursework intended to help you fine-tune your skills and give you real-life scenarios to discover your personal branding and style.

9 Months / 160 Course Hrs
\$2695.00

Certified Social Media Manager

The Certified Social Media Manager course is the perfect program for those looking to build a career in social media management. Our comprehensive training covers all the essential skills required to develop and optimize successful social media campaigns, with a focus on small businesses. Our experienced instructors provide hands-on training in a range of topics, including social media strategy, analytics, content creation, and community management. The social media manager course curriculum is designed to equip you with the skills needed to succeed in this dynamic field, with a focus on practical, real-world applications.

9 Months / 240 Course Hrs
\$2906.00

Certified Wedding Planner

Become a skilled wedding planner and enter the world of creativity and organization, where you will help couples celebrate their special day. Train for a career filled with joyful events! In this online wedding planner course, you will master the fundamentals of planning, orchestrating, and delivering stunning weddings and parties. This course allows you to earn your professional wedding planner certification and will give you an opportunity to put your new skills to work in an optional internship. Lastly, it includes the opportunity to receive notifications on internships in your area to get hands-on experience.

9 Months / 340 Course Hrs
\$1770.00

Chartered Tax Professional

A Chartered Tax Professional (CTP) is someone who has completed a specific series of tax courses in individual and small business income tax preparation. This nationally-recognized online chartered tax advisor course will help you to master tax preparation for individuals, small businesses, partnerships, and sole proprietorships while also helping you to earn your CTP professional credential. The Chartered Tax Professional certificate program provides a thorough review of individual income tax fundamentals before diving into small business income tax preparation. First, you will gain essential knowledge and skills necessary for effective tax filing and planning, exploring a wide range of topics, including the preparation of forms such as W-2, 1099, and Form 1040, along with critical interview techniques and an understanding of filing requirements, exemptions, dependents, and much more.

18 Months / 180 Course Hrs
\$2141.00

CompTIA A+ Certification Training (Vouchers Included)

Our comprehensive CompTIA A+ course offers a thorough overview of the basic concepts around multiple operating systems, enabling you to efficiently maintain and troubleshoot various operating systems. The CompTIA A+ certification is vendor-neutral and adaptable to different technology platforms, providing a solid foundation to pursue specialized certifications. You will become equipped with the skills to effectively diagnose and troubleshoot common software, hardware, and connectivity issues. With this employer-desired expertise, you will be an indispensable asset in any organization as you ensure smooth system operations and handle any technical challenges that arise.

6 Months / 200 Course Hrs
\$2195.00

Court Interpreter (Spanish/English)

A State Spanish Court Interpreter certification examination is a rigorous exam that requires intensive training and access to practices. The Court Interpreter course includes the finest online interpreting laboratory in the market. You will be able to practice numerous court cases as if they were in an actual court proceeding. The material presented in each lecture is immediately practiced in the online laboratory to make sure that you are able not only to memorize the transfer of a word or phrase, but also are able to interpret as it is required in a court of law. You will learn how to interpret in any civil deposition and any other legal proceeding in the criminal and in the civil jurisdictions.

9 Months / 200 Course Hrs
\$2635.00

Electric Vehicle Fundamentals (EVF) (Voucher Included)

Welcome to the Electric Vehicle Fundamentals (EVF) credential course! If you're interested in starting a career in the rapidly growing field of electric vehicles (EV), this course may be the perfect starting point for you. The EVF course is designed to assess your comprehension of fundamental EV concepts and can be used to help you secure entry-level positions in the areas of automotive assembly and production of electric vehicles. Additionally, learning about electric vehicle manufacturing can serve as a stepping stone for further training pathways in EVs, allowing you to build a long-term career in an industry with plenty of opportunities for advancement and good-paying jobs. Throughout this electric vehicle training program, you will learn about a wide variety of topics related to electric vehicles, including the introduction to EV production, assembly, safety, quality, electrical units, and battery components. These fundamental concepts will provide you with a strong foundation for any career pathway

you may pursue in the field of EV. By course completion, you will be prepared to become an SME- Electric Vehicle Fundamentals (EVF) and enter a high-demand career field.

3 Months / 75 Course Hrs
\$2635.00

Microsoft Office Specialist (MOS) Associate Certification Training (Vouchers Included)

While proficiency in Microsoft Office is essential in most professional settings, earning a Microsoft Office Associate certification signifies that you have a deep level of skills needed to use the Office suite. The Microsoft Office Specialist (MOS) Associate Certification Training course will teach you how to use the Microsoft Office suite at an advanced level. You will build your expertise through hands-on exercises, in-depth course material, and supplemental video demonstrations. You will also prepare for the certification exams for Word, Excel, PowerPoint, and Outlook. As you prepare for each exam, you will test your skills at regular intervals with quizzes and exams. By course completion, you will be fully prepared to take the MO-200 and MO-201 (Excel), MO-100 and MO-101 (Word), MO-300 and MO-310 (PowerPoint), and MO-400 (Outlook) exams. To earn the Microsoft Office Specialist (MOS) Associate Certification, you must successfully complete 3 Associate level exams of your choosing.

6 Months / 245 Course Hrs
\$2295.00

Microsoft Excel Certification Training (Voucher Included)

Get the Excel training you need to achieve success so you can manipulate data faster and more efficiently in most workplace situations. If your organization uses lists of any kind, you need to know how to use Microsoft Excel. Earning the Microsoft Office Specialist Excel Expert certification sets your professional skill set apart from other Excel users. The course will prepare you for the Microsoft Office

Specialist: Microsoft Excel Expert exam. In this online Excel course, you will first learn to create, modify, and format Excel worksheets, perform calculations, and print Excel workbooks. The course then moves on to teach you how to use advanced formulas, work with lists, work with illustrations and charts, and use advanced formatting techniques. You will also learn Excel's advanced features, such as pivot tables, audit worksheets, data tools, macros, and collaboration methods. Upon completion of this course, you will be prepared for the Microsoft Excel Expert certification exam, Exam MO-201 (for Microsoft Office 2019/2021 users), or Exam MO-211 (for Microsoft Office 365 users.)

6 Months / 70 Course Hrs
\$745.00

Microsoft Word Certification Training (Voucher Included)

Successfully completing your Microsoft Word training and becoming certified demonstrates mastery of one of the most desired workplace software skills by employers of any industry. Adding this credential to your resume sets your professional profile apart from the casual Word user. It validates your skills and proficiency as well as demonstrates your initiative and dedication. This Microsoft Word course will prepare you for the Microsoft Office Specialist (MOS) Expert certification exam for Microsoft Word. You will learn to create, edit, format, and print Microsoft Word documents. You will then move on to learn advanced formatting, use Word drawing tools, create and manage tables, and work with column layouts. You will also learn more advanced techniques, such as working with tables of contents, footnotes, and endnotes, adding comments, tracking changes, comparing and combining documents, creating envelopes and labels, using Mail Merge, and protecting documents. Upon completion of this course, you will be prepared for the Microsoft Office Specialist Expert certification exam for Word.

6 Months / 70 Course Hrs
\$745.00



Microsoft PowerPoint Certification Training (Voucher Included)

Being a MOS Certified PowerPoint user builds credibility with your current or future employers and increases your employability and your opportunities for career advancement. That is because PowerPoint training and certification sets a standard and exemplifies your ability to learn new tools and new tricks and to execute tasks efficiently. According to Microsoft, individuals with a MOS certification can earn 15% higher salaries than their non-certified peers. This course will teach you how to use Microsoft PowerPoint and prepare you for the Microsoft Office Specialist PowerPoint Certification exam. You will learn to create and modify basic presentations using PowerPoint. You will explore the PowerPoint environment, create a presentation, format text on slides to enhance clarity, and add graphical objects to a presentation and modify them. Upon completion of this course, you will be fully prepared for the Microsoft Office Specialist PowerPoint Certification exam.

6 Months / 60 Course Hrs
\$795.00

Microsoft Outlook Certification Training (Voucher Included)

Across industries, Microsoft Outlook is one of the most widely used desktop email clients. Businesses of all sizes rely on Outlook to communicate internally and externally, schedule meetings and manage contacts. If you use Outlook, becoming a Microsoft Office Specialist (MOS) in Outlook is an important step in your career. Upon completion of this course, you will be fully prepared to sit for and pass the Microsoft Office Specialist Outlook Certification exam. This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility. Proctor fees may apply, which are not included.

6 Months / 45 Course Hrs
\$745.00

Payroll Manager

Payroll is one of the fastest changing career fields in the business world today. This course will prepare you for a career as a payroll manager and equip you with MBA-level business management skills. By course completion, you will understand key areas of payroll and be prepared to sit for the PayrollOrg's Fundamental Payroll Certification (FPC) exam. Payroll laws are complex, so businesses rely on skilled payroll teams and competent leaders to navigate these laws. The Management Training aspect of this course will help you gain key managerial skills to lead and manage other employees. You will build a foundation in common managerial techniques, understand employment laws and define your management style.

12 Months / 460 Course Hrs
\$3802.00

Solar Energy Training

The solar industry is experiencing exponential growth, and recent federal legislation, such as the Inflation Reduction Act and the Infrastructure Investment and Jobs Act, is driving even greater demand for solar energy. Our online solar energy course is designed to provide comprehensive training in this booming field, covering key concepts that will equip you with the knowledge and skills needed to excel. In this solar training course, you will discover the factors driving this industry's growth and demand, including government policies, environmental concerns, and the decreasing cost of solar panels. Understanding these solar industry drivers will help you shape the future of solar energy and stay ahead in this evolving field. You will learn about the advantages and disadvantages of solar photovoltaics (PV) and gain insights into the positive environmental impact, energy independence, and cost savings associated with solar PV systems. You will also explore the challenges and considerations involved in their installation and operation. Diving into the essential components of a solar PV system, such as solar panels, inverters, charge controllers, and batteries, you will understand how they work together to capture, convert, and store solar energy—ensuring optimal performance and efficiency. The basics of electricity and safety protocols will also be covered in this solar energy training course. Learn about electrical concepts like voltage, current, and power and how they relate to solar PV systems to create a secure work environment, so you can mitigate potential hazards on the job site.

3 Months / 40 Course Hrs
\$1195.00

Solar Panel Installer Training

The Inflation Reduction Act has allocated \$370 billion towards supporting clean energy and climate action, including installing solar panels. In the first quarter of 2023, 54% of all new electricity-generating capacity additions were photovoltaic solar (PV) projects. With the industry's upward trends and the increased demand, the solar market is expected to triple in size by 2028. This solar panel installer training course is designed to provide students with in-depth knowledge and hands-on training to become proficient in the installation and design of PV systems. Within the comprehensive curriculum of this solar installation course, you will cover various solar PV installation and system design aspects, including the step-by-step process of installing solar panels and how to ensure proper placement for optimal energy production. You will also cover the installation and integration of essential balance-of-system components, including inverters, charge controllers, and battery banks. A thorough understanding of both grid-tied and off-grid systems will enable you to confidently design and install solar PV systems that meet specific needs and

requirements. Throughout the course, you can access interactive modules, instructional videos, and real-world solar installation training case studies to enhance your understanding of the concepts and principles. By the end of the solar installation course, you will have acquired the necessary skills and knowledge to install solar panels and design efficient solar PV systems. You will be well-versed in industry best practices, safety protocols, and relevant codes and standards and pursue careers as solar PV installers, system designers, or technicians.

Upon completion, you will receive a certificate of completion. Although Everblue's certification differs from the North American Board of Certified Energy Practitioners® (NABCEP®), it meets the education requirement set by NABCEP.

3 Months / 40 Course Hrs
\$1395.00

Solar Design Training

With the solar market expected to triple by 2028, the demand for professionals with expertise in solar photovoltaic (PV) design is skyrocketing. This Solar Design Training course focuses on practical skills essential to the job, so that you can excel within a career in solar system design. With a customer-centric approach, you will learn to tailor your designs to meet specific customer needs, considering their energy requirements, preferences, and unique project requirements. You will also gain expertise in defining project criteria and documentation by learning to establish clear criteria for system capacity, location, budget, and timeline and create detailed documentation outlining project specifications and objectives. Throughout this solar design course, you will delve into mechanical and electrical design principles and learn how to select appropriate equipment, such as solar panels, inverters, mounting structures, and wiring. With a focus on understanding how to optimize energy production and system reliability, you will discover custom system layouts, shading analysis, and equipment compatibility. From start to finish, this solar PV design course provides you with the necessary knowledge to comply with local building codes, utility regulations, and interconnection requirements—so you can prepare and submit all required documentation. Furthermore, you will be able to future proof your solar system designs by implementing monitoring systems for real-time tracking and analysis of system performance for proactive maintenance and optimization.

3 Months / 20 Course Hrs
\$1295.00

Online PROFESSIONAL DEVELOPMENT

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COURSE/CATEGORY

**UGRAD
PDPs**

**GRAD
PDPs**

Classroom Management

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

Common Core

Reading and Writing in Content Area	30	40
Reading Fundamentals #1	30	40
Reading Fundamentals #2	30	40
Reading Fundamentals #3	45	55
Understanding and 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: \$235**
Graduate PDPs: 40 **Fee: \$295**

COURSE/CATEGORY

**UGRAD
PDPs**

**GRAD
PDPs**

Early Childhood

Infant and 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 and Aspergers Disorder	30	40
Learning Disabilities	45	55
Inclusion	30	40
Talented and Gifted	30	40
Social and Emotional Learning	45	55
Supporting At-Risk Young Learners and Their Families	45	55

Violence, Bullying and Aggression

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

Undergraduate PDPs: 45 **Fee: \$265**
Graduate PDPs: 55 **Fee: \$314**

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



VESI Education (PreSchool, K12)

EDUC 001

Advanced Classroom Management

Focuses on cognitive and cognitivebehavioral interventions with emphasis on teaching students how to change and manage their own behavior. Knowledge and understanding of traditional behavioral concepts and strategies is required. Strongly recommended that participants have completed an introductory behavior management course prior to taking this course.

EDUC 002

Attention Deficit Disorder

Achieve a better understanding of ADD and intervention strategies to facilitate positive student change. Covers the history of the disorder, accepted methods to assess and identify students with the disorder, and various methods, medications, and strategies that are currently used to treat it. For situations in which services beyond what can be provided in the classroom are required, the referral process for getting help for the student will be addressed. Reference materials include a list of resources for both teachers and parents.

EDUC 003

Autism & Asperger's Disorder

This course describes Autism and Asperger's Disorder, including characteristics of these disorders, associated learning styles, communication weaknesses, and various intervention strategies. The course helps the learner understand why individuals with Autism spectrum disorders behave the way they do, and what you can do to enhance more appropriate behavior. This course also lists resources for educators, related service personnel, and parents who want more help or information on Autism and Asperger's Disorder

EDUC 004

Behavior is Language

Learn behavioral techniques and intervention strategies that remediate disruptive behaviors, reduce power struggles, increase classroom control, and reduce your workloads and burnout. Helps you, as well as students, find creative, effective solutions to behavioral problems.

EDUC 005

Child Abuse

Encompasses the identification of physical, emotional, sexual, and substance abuse; the impact of abuse on the behavior and learning abilities of students; the responsibilities of a teacher to report or provide

assistance to victims of abuse; and methods for teaching students about abuse and its prevention. Discusses family dynamics and working with parents and community agencies. Emphasis is on understanding the special learning needs of the abused or neglected child, and how to meet those needs in the classroom.

EDUC 006

Drugs & Alcohol in Schools

Presents a contextual framework for understanding what students may be experiencing through their own substance use or the impact of substance use around them. Includes a historical perspective along with descriptions of the complex biological, psychological, and social factors that comprise the disease of addiction.



EDUC 007

Educational Assessment

This course is designed to further develop the conceptual and technical skills required by teachers to help them identify their educational goals and implement meaningful instructional strategies for effective learning by students with special needs. The focus of the course is on assessment for instructional programming and will outline procedures for designing or selecting, administering, and interpreting a variety of informal assessment measures typically used in schools. The presentation of assessment information in an acceptable format to parents and teachers is also addressed.

EDUC 008

Harassment & Bullying

Discusses definitions and the personal, social, and legal ramifications associated with sexual harassment, bullying, and cyberintimidation, explore preventative strategies as well as how school staff can address these issues when they occur. A clear understanding of what constitutes harassment and the harmful effects of harassment on people and institutions is essential to providing a safe and inclusive school environment for all.

EDUC 009

Working with Students with Special Needs in Classrooms

This course is designed to help special and general educators gain a better understanding of inclusion, one of the current educational reform movements that advocates educating students with disabilities in the general education classrooms. Upon course completion, the learner will be able to define key concepts and terms, identify and describe federal legislature and court cases, and list and describe the federal definition of students entitled to special services. This course will also discuss the roles and responsibilities of educators in providing special services to students educated in inclusive classrooms.

EDUC 010

Infant & Toddler Health

Understand and identify your role as a child care provider, educator, and early childhood professional. Includes researchbased information on child development, attachment, temperament, and curriculum, and resources for teachers and parents who would like more help or information.

EDUC 012

Reading Fundamentals 1

The first in a threecourse series on effective reading instruction, this course provides background on Reading First as it applies to No Child Left Behind federal legislation. Discusses scientifically based research as it applies to phonetically based instruction, assessment, and evaluation; explores myths and misconceptions concerning reading instruction and remediation; and presents an evaluation checklist to assess the effectiveness of your current reading program.

EDUC 013

Reading Fundamentals 2

Designed to lay the foundation for effective reading instruction, this course will teach you about the elements of effective instruction and the importance of reading instruction. Note: It is recommended that the Reading Fundamentals courses be taken sequentially; however, it is not mandatory that all three courses be taken.

EDUC 014

Reading Fundamentals 3

This course will focus on learning to read, reading to learn, and an introduction to reading assessment. As part of these key areas of reading instruction, the five elements of effective reading instruction will be highlighted, including definitions, implications for instruction, and future directions. Note: It is recommended that the Reading Fundamentals courses be taken sequentially; however, it is not mandatory that all three courses be taken.

EDUC 015 Talented & Gifted

Includes identification, referral, assessment, and major program models and methods of differentiating instruction to meet the rate and level of learning of those students in the regular classroom. Also includes current law, the history of the exceptional in education, and resources for teachers and parents who would like more information about the talented and gifted.

EDUC 016 Teaching Diversity

Understand how learning is influenced by individual experiences, talents, disabilities, gender, language, culture, family, and community values, and identify differences in approaches to learning and performance, including diverse learning styles and ways in which students demonstrate learning.

EDUC 017 Traumatized Child

Identify and effectively teach students affected by stress, trauma, and/or violence. Discusses the factors that exist in families and communities where stress and violence are common. Emphasis on understanding and meeting the special learning needs of the student in the regular classroom, and working with parents and community agencies.

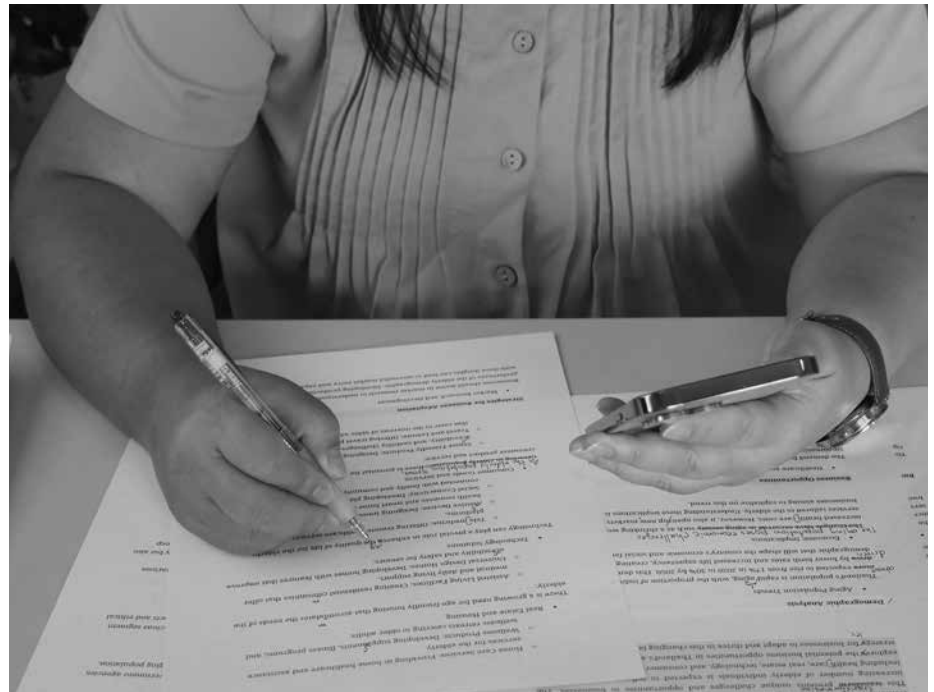


EDUC 018 Understanding Aggression

Addresses to the hate, fights, anger, crimes committed and the victims in our schools and society, considers the many forms of aggression, both criminal and otherwise, its costs and motivation, its perpetrators and targets, its likely and unlikely locations, its impact on our schools and children; and, most especially, its several causes and promising solutions.

EDUC 019 Violence in Schools

Provides a foundational understanding of violence and the motivational purposes behind aggression, and investigates the impact of the media, community, and family. You'll receive information on national resources for parents and teachers.



EDUC 020 Teaching Elementary Math Conceptually: A New Paradigm

This course is designed to expand your methodology for teaching Mathematics. The course will explore an innovative teaching model that incorporates strategies for teaching concepts constructively and contextually. The goal is for you to gain a deeper understanding of the underlying concepts of various math topics and to explore the principles of teaching those concepts to learners. This course will focus on the topics of number sense, basic operations, and fractions.

EDUC 022 Differentiated Instruction

Designed to give you an understanding of the framework of and need for creating supportive learning environments for diverse learning populations. In this course you will learn what is meant by Differentiated Instruction (DI) and the common myths associated with creating the differentiated classroom. We will discuss the legal, theoretical, and pedagogical foundations in the field of education that support the utilization of differentiated instructional practices and principles. We will reflect on best practices and national trends in the design of the educational setting to meet the needs of a diverse learning population.

EDUC 024 Reading & Writing Content

Reading & Writing in Content Area offers instruction in teaching reading and writing in various subject matter fields at the secondary

level. The material stresses the skills of vocabulary building, comprehension, and writing, as well as methods for motivating adolescents to read and write. The course also provides information on recognizing reading difficulties, assessing textbooks, and the integration of reading strategies within a content area. The strategies taught are aligned with the Praxis Reading Across the Curriculum test guide and the Reading in the Content Area national standards.

EDUC 025 Try D.I.

Try DI! is designed to provide you an opportunity to learn about an instructional framework, Differentiated Instruction (DI), aimed at creating supportive learning environments for diverse learning populations. Students will be presented a method for selfassessment of the extent to which their current instructional approach reflects the perspective, principles, and practices of the DI approach. The course reflects an approach that aligns the principles of DI with the practices of DI. The concept of a "theory of action" will also be provided within a DI context. The course has also been designed to introduce students to a range of strategies associated with a DI approach. Strategies included in this course have been selected on the basis that they are effective in the widest possible range of educational K12 settings.

EDUC 026 Implementing Core Standards

This course, Understanding & Implementing Common Core Standards, has been divided into four chapters. The organization of the course covers the rationale for and design of the

Common Core State Standards, the “Common Core Mindset” practitioners need for successful implementation, and what specific actions can be taken for deeper implementation across settings.

EDUC 031 **Response To Intervention**

RTI is a process schools can and should use to help students who are struggling with academics or behavior. Even though RTI is primarily linked to special education and the early identification of learning problems, RTI is not just for students in special education. RTI is for all students and is based on the premise that a student might be struggling due to instruction or the curriculum in the past, or in the current classroom. Every teacher will have students who are struggling and whether it's short term or long term, RTI is a valuable tool.

EDUC 034 **Six Traits**

This course will discuss why writing is important and why teachers should include writing as often as possible in all content areas. The course will also include practical applications for assessing and teaching writing, including teaching students how to self-assess their own writing. The first chapter of this course will discuss why teaching writing is important and give you an introduction to the Six Traits of Writing Model. Through chapters 2, 3, and 4 we will discuss the elements of the Six Traits of Writing Model. Throughout those elements we will look at practical ways to use this model in your classroom.

EDUC 035 **Secondary Math**

This course will explore an instructional methodology that incorporates strategies for teaching concepts, constructively, and contextually. The goal is for you to gain a deeper understanding of the underlying concepts of various math topics and explore the principles of teaching those concepts to learners. The course will also explore teaching methodologies that support many federal and state standards. This course will focus on the topics of integers, fractions, factoring, and functions.

EDUC 037 **Language Acquisition for ESL**

Language Acquisition was written to help teachers understand concepts and terms related to educating students whose first language is not English. This course discusses developmental theories and how they apply to English language learners. The focus of this course is on the process of second language acquisition and the role of the classroom teacher. Included in this course is information about the legal obligations of schools and teachers to provide services and about the types of programs

schools might provide. Included is information on communicating with parents/guardians

EDUC 038 **Methods & Materials for ESL**

Methods & Materials was written to help teachers understand concepts and terms related to educating students whose first language is not English. This course discusses how to apply instructional methods in creating lessons; how to create a motivating and caring learning environment; how to integrate teaching reading, writing, speaking, and listening skills; how to differentiate instruction for English language learners; and how to identify culturally appropriate curriculum and instructional resources.



EDUC 039 **Building School Communities**

This course helps teachers build genuine bonds between themselves and their students and between students and their classmates, to create “kindred classhomes” with a foundation of acceptance, respect, and shared purpose. For many of our students, our classrooms may be a safe, nurturing refuge...the eye of the hurricane they experience as life. This course will help you develop strategies, rituals, and environmental design skills to create these safe havens of learning: kindred classhomes where students and teachers work together in synergistic ways that benefit all members of the school family.

Students will learn how to differentiate for classroom management and discipline similarly to differentiating for students’ diverse academic needs. One size does not fit all, but all sizes can fit together.

EDUC 040 **Supporting At-Risk Young Learners**

This course is designed to help Early Childhood Educators gain strategies to reach and teach young children who are at risk of not meeting their potential. Participants will learn the internal and external factors that place a child at risk, how heredity and environment affect a child’s development, the characteristics of various risk factors, and interventions for each risk factor. A major emphasis will be on the family’s influence on the child’s development and how Early Childhood Educators can work with families to support their child’s growth in all areas of development.

EDUC 041 **Social & Emotional Learning: Optimizing Learning Environments with Life Skills**

Socioemotional learning (SEL) comprises life skills that are foundational to motivation in the classroom and classroom management. Students who have strong social and emotional skill sets will be more successful in the classroom and in life. In this course, students will first examine what SEL is, including the research foundational to SEL. Then students will examine the five SEL competencies—selfawareness, selfmanagement, social awareness, relationship skills, and responsible decisionmaking—and how each of these can be developed first in the classrooms and then in the schools to optimize learning environments. While examining the five SEL competencies, students will also investigate how these skill sets can affect families and communities.

EDUC 042 **Educational Technology: Effective Use of Technology in Classroom**

The course, Educational Technology, has been divided into four chapters. The first two chapters, Introduction to Educational Technology and Digital Literacy, provide foundational concepts that must be considered to effectively integrate technology into your classroom.

A black and white photograph showing two men from an overhead perspective, working at a desk. The man on the left is wearing glasses and a watch, with his hand on a laptop keyboard. The man on the right is also wearing glasses and has a bracelet, with his hand on a mouse. On the desk are two laptops, two smartphones, and various cables. The background is dark and out of focus.

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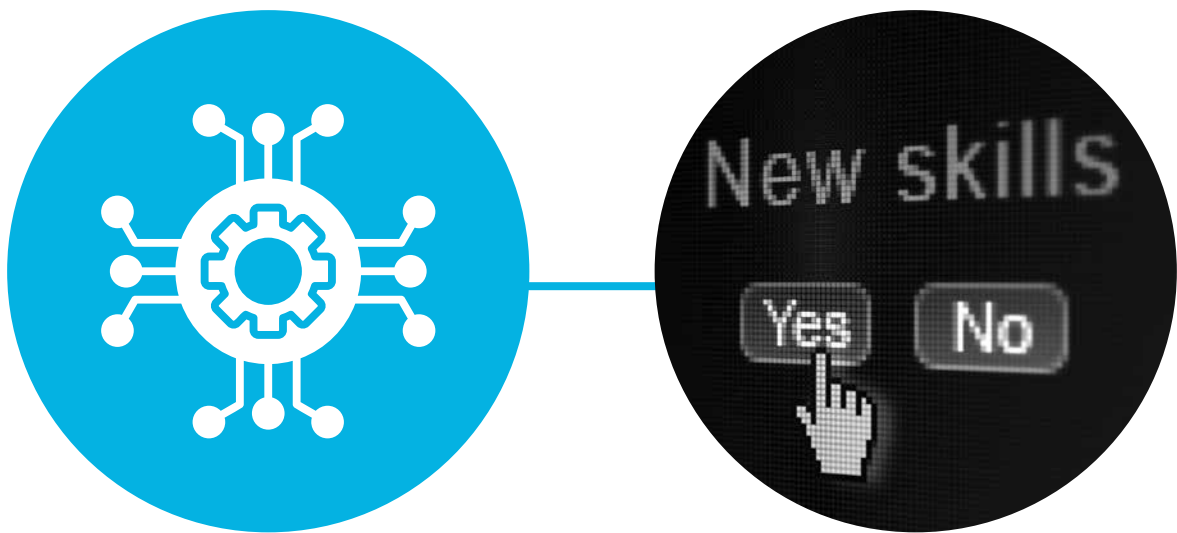


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Tech Hub Provides Free Digital Skills and Technology

Tech Foundry, in partnership with Holyoke Community College, has opened the new Tech Hub at the HCC Picknelly Adult and Family Education Center, located at 206 Maple Street, Holyoke.

TECH HUB OFFERS:



- free services and classes
- digital skills training workshops
- walk-in IT support and troubleshooting
- Internet connectivity consultations
- computer distribution (free in limited quantities)

Tech Hub is a program of the Springfield-based nonprofit Tech Foundry, the regional leader in IT workforce development and training. Tech Hub was started in 2023 as part of a state-wide initiative of the Western Massachusetts Alliance for Digital Equity.

Tech Hub will be open noon to 6 p.m. on Tuesdays, Wednesdays, and Thursdays, with classes held from noon to 1 p.m. and 5-6 p.m.

Visit techhubmass.net to learn more, sign up for classes, and access Tech Hub help-desk support.

ENROLLMENT FORM

QUESTIONS?

hcc.edu/bce
413.552.2500

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.

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| <input type="checkbox"/> Mailings about courses or programs | <input type="radio"/> in mail <input type="radio"/> on campus |
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