What's Inside:

- New courses: medical coding & billing and medical transcription and editing
- Online courses: learn when and where it is convenient for you
- Build your skills: computers, "green" training, Spanish, photography and more

www.mwcc.edu/fall2010
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**Locations & Business**

**Hours**

**Gardner Campus**
444 Green Street
Gardner, MA 01440
(978) 632-6600
TTY (978) 632-4916

Hours:
Mon - Thu, 8:00 a.m. - 6:30 p.m.
Fri, 8:00 a.m. - 4:00 p.m.

**Leominster Campus**
100 Erdman Way
Leominster, MA 01453
(978) 840-3221
leominster@mwcc.mass.edu

Hours:
Mon - Thu, 8:30 a.m. - 4:00 p.m.
Fri, 8:30 a.m. - 4:00 p.m.

**Devens Campus**
One Jackson Place
27 Jackson Road
Devens, MA 01434
(978) 630-9569
devens@mwcc.mass.edu

Hours:
Mon - Thu, 8:30 a.m. - 6:30 p.m.
Fri, 8:30 a.m. - 4:00 p.m.

For directions, go to: http://directions.mwcc.edu

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**What are Noncredit Courses at MWCC?**

Noncredit courses provide educational, social, cultural, and vocational opportunities. MWCC strives to provide high-quality classes at reasonable costs. Some of the benefits include:

- A wide variety of courses
- A chance to explore your interests in a pressure-free, fun environment
- Courses continually starting
- No grades or exams (except for licensure courses)
- Evenings, weekends, and online
- Convenient locations
- Meet people with similar interests

**Three Ways to Register for Courses**

Courses fill quickly. Please register early so you won’t miss out!

1. **By Phone:** Call (978) 630-9284 to use your Discover, MasterCard, or Visa
2. **By mail:** Mail registration forms to MWCC, 444 Green Street, Gardner, MA 01440, attn: Enrollment Center. Use the form on the back cover. Please include a check or money order made out to “Mount Wachusett Community College.” For security purposes, please register by phone when using a credit card.
3. **Come in:** Stop by the Gardner, Leominster, or Devens Campus to enroll in person.

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**How Much Does a Course Cost?**

See the cost listed with each course. Noncredit courses must be paid in full upon registration.

**Refund Policy**

Prior to seven days before first class meeting—100% refund.

**Cancellation**

MWCC reserves the right to cancel classes that are under-enrolled, to change times and locations when necessary, and to substitute instructors if needed. If class is canceled by MWCC, students are granted full refunds.

**No Course Confirmations**

We do not send written confirmations, but we will call you if there are any course changes or cancellations.

**Senior Citizen Fee Reduction**

Senior citizens, 60 and over, eligible for a tuition/fee discount, may register, on a space-available basis, within seven days prior to the start of a noncredit course. The fee for that course will be reduced by 50%. Online courses and textbook cost are not eligible for a fee reduction.

**Become a Continuing Education Instructor**

If you have teaching experience and skills, talents, or knowledge you would like to share, we would like to hear from you. Apply online to the noncredit instructor pool at http://jobs.mwcc.edu.

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**Room Assignments**

Room numbers for classes held at MWCC will be prominently posted at each campus.

**Disability Services**

If you have a disability and may require reasonable accommodation(s) to participate fully in program activities, please contact the counselor for students with disabilities, (978) 630-9120. For more policy information please visit: www.mwcc.edu/catalog.

**Affirmative Action/Equal Opportunity Institution**

MWCC is an affirmative action/equal opportunity institution and does not discriminate on the basis of race, color, religious creed, age, physical or mental disability, sex, national origin or ancestry, marital status, sexual orientation, genetic information or veteran status.

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**GREAT GIFT IDEA:**

Buy any class for a friend, family member, or employee by calling (978) 630-9284.

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**Company Mini-Retreats**

Choose any class in this course bulletin (including fitness, food, fun, or professional enrichment) and MWCC can combine it with a breakfast, luncheon, and/or dinner event, and host it for you and your group. You decide the class topic(s) and MWCC will help take care of all the details at a very fair cost. Mini-retreat packages limited only by your imagination. Call (978) 630-9575 for more information.

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**Tell Us Your Great Idea for a Course!**

Do you have a great idea for a class? Let us know your ideas. If you suggest it and it runs, you can take the course for FREE! Call (978) 630-9124.
Business and Career
Build Your Skills

Body Language - NEW!
Kinesics-Body Language Basics
Learn to recognize indicators that may be a sign of a lie, a signal of attraction, a cue of insecurity, and the clout of first impressions and how to act on your kinesics instinct. Learn what body language is, about different emotions, how to read common body language, and how to use the information to your personal and career advantage.
Thu Sept 30 6 – 9 PM CRN 93382 $29 Gardner

Body Language for Sales
In sales, it is vital to know if people are interested in your message, otherwise, you are just wasting your time. Just imagine delivering an important pitch. You may convey pure passion about your product and assume your potential customer feels the same way. But are they actually interested? Learn to recognize the movements people exhibit when they are interested in what you are saying and selling.
Thu Oct 7 6 – 9 PM CRN 93383 $45 Gardner

Body Language for the Healthcare Provider
Fifty to ninety percent of all communication is non-verbal—everyday your patients are communicating with you using body language and you are communicating back. Facial gestures, hand cues and body positioning can send a message that can either create stress or comfort for patients. If body language (theirs or yours) is incongruent with the verbal message being shared, people tend to believe the body language. Learn to read these cues to better understand your patient and their needs.
Thu Nov 11 6 – 9 PM CRN 93384 $45 Gardner

Computers
Intro to Computers
If you are a beginning computer user, or you just bought a computer, you will want to learn these basics. Instructor: Missi Sargent.
Tue & Thu Oct 12 & 14 6 – 8 PM CRN 93032 $59 Gardner

Intro to Word
Word is used in both personal and professional settings and is software everyone should learn. Learn to create, edit, save, format, and print documents; how to use toolbars, tables, lists, and templates; and how to create labels/envelopes. Instructor: Missi Sargent.
Tue & Thu Oct 19 & 21 6 – 8 PM CRN 93033 $59 Gardner

Intro to Excel
Excel is spreadsheet software used in both personal and professional settings. It is perfect for lists, budgets and templates; and how to create labels/envelopes. Instructor: Missi Sargent.
Tue & Thu Oct 26 & 28 6 – 8 PM CRN 93034 $59 Gardner

Marketing
Social Media Marketing to Grow Business
Leverage social media marketing for small business growth. Learn what social media is and how a non-technical person can use a free resource to build brand equity. Explore social media outlets such as Twitter, Facebook, MySpace, and Ning in scalable, strategic ways with plans and guidelines for getting started immediately. Build a Twitter account for your personal or business use. Instructor: Deborah Buckley.
Wed Oct 6 6:30 – 8 PM CRN 93351 $20 Gardner

Marketing (con’t)
Marketing Fundamentals (You Can Actually Use)
Learn basic marketing principles and how to identify and apply them effectively. You will learn how to recognize and evaluate marketing situations in theory and real-life situations. Instructor Craig Devonshire.
Tue Sept 7 – Oct 12 6 – 9 PM CRN 93355 $179 Gardner

Website Development
Create an Interactive Website
Learn the basics of building a website including finding and using web hosting space and composing and preparing website images. Learn, in Photoshop, how to create background images and properly size your photos for your web pages. Students should be familiar with Windows, no coding required.
Instructors: Rebecca Gerry & Robert Mayer.
Mon/Thu/Mon Sept 20, 23, 27 6 – 9 PM CRN 93258 $85 Gardner

Market your Website to Generate Local Leads
If you are a local business, replying to leads received from California or Europe is not where you want to be spending your precious time. Attend this class to learn simple strategies to build a local web presence for your business.
Instructor: Deborah Buckley.
Wed Oct 13 6:30 – 7:30 PM CRN 93352 $20 Gardner

Is Your Website Optimized for Search Engines?
Learn practical information on organic search engine optimization (SEO), search engine marketing and local search engine strategies to help grow your business online. Develop your own company meta description and title tag and keywords. Ensuring your site is optimized is one sure way to increase traffic to your site and generate leads.
Instructor: Deborah Buckley.
Wed Oct 20 6:30 – 8:30 PM CRN 93353 $20 Gardner

How to Market your Website in 10 Simple Steps
Build an integrated marketing strategy to drive customers to your website. Explore 10 simple steps to increase customer awareness of your site using traditional off-line and online marketing tactics. Get a clear understanding of the key tenets for a successful website launch plan including the difference between organic and paid placement search engine optimization; organic content and keyword strategies; analytics to measure success; and tips to ensure that your site is locally optimized. Instructor: Deborah Buckley.
Wed Oct 27 6:30 – 8:30 PM CRN 93354 $20 Gardner

Website Fundamentals, Photoshop/ Dreamweaver
An intensive introductory hands-on course for those who want to learn to build effective and informative websites. Web theory, navigation, viewer interactivity and Internet fundamentals will be explored. Gain an overview of two of the most commonly used website-building software programs, Adobe Photoshop and Macromedia Dreamweaver. No computer or software prerequisites. Individual websites will be produced. Instructor: Craig Devonshire.
Wed Sept 1 – Oct 16 6 – 9 PM CRN 93297 $179 Gardner

Website Development (con’t)
Increase Web Traffic
If your business sells or has a service, or you want to increase hits to your personal website, let us show you how.
Instructor: Craig Devonshire.
Wed Oct 13 – Nov 17 6 – 9 PM CRN 93298 $179 Gardner

Test Preparation
Prep for Communication and Literacy Skills Test (CLST) Portion of the MA Test for Educator Licensure (MTEL)
Mass. Law requires candidates for initial educator licensure to meet several requirements including passing a test of Communication and Literacy Skills. The CLST must be taken and passed before a student is accepted into a four-year Early Childhood or Elementary Education Program. Topics include English and grammar, writing thesis statements, writing essays, and summarizing reading passages. The THEA Study guide is required and available in the bookstore.
Instructor: Bob Mayer.
Fri Sept 10 – 24 1:30 – 4:30 PM CRN 92958 $129 Gardner

SAT Preparation
The SAT Reasoning Test contains new content and new types of questions in writing, math, and critical reasoning. Receive assistance navigating the new format and strengthening your skills in both math and English, so you can get the best possible score on the exam. Materials included.
Sat Oct 16 – 30 8 AM – Noon CRN 93269 $125 Gardner

ServSafe
ServSafe is nationally recognized for food safety and sanitation and is required for all Mass. restaurants. Some concepts include: sanitation, dangers of food borne illness, keys to food safety, how to prevent cross-contamination, flow of food through the operation, using time and temperature controls, safe receiving, food storage, preparation and serving, safe cooling and reheating, pest management and prevention. Participants are required to read the ServSafe Essentials book PRIOR to attending. The exam is administered at the end of class. Upon passing, participants receive ServSafe certification valid for 5 years.
Instructor: Dan Zunitch. After enrollment, a book will be mailed to you. Book/Exam included.
Mon Sept 13 9 AM – 5 PM CRN 93026 $189 Gardner

ServSafe Recertification Review and Exam
Review key components of the ServSafe materials, followed by the certification exam. Students should study course material on their own. Study guide and practice exams provided prior to class. Bring completed practice exams to class. Students may purchase the ServSafe Essentials textbook in the bookstore, but it is not required. This course is for experienced food service professionals who have previously passed the ServSafe exam and whose certification has expired or is about to expire. Students must provide their old certification number.
Instructor: Dan Zunitch. (Study guide and exam included)
Mon Sept 20 6 – 8 PM CRN 93027 $99 Gardner
Online Training
No time to come to us? Let us come to you!

Online Noncredit Courses
MWCC offers an array of noncredit courses through our partnerships with top educational companies. Check the program website for registration information. To assure that you get your information in a timely manner, please email noncredit@mwcc.mass.edu to notify MWCC that you have completed your registration with the Enrollment Center.

ProTrain Online Training
ProTrain Online Training + You = Success!
Looking for affordable, self-paced, online “green” courses and certificate programs that can train you for the latest, in-demand job skills? MWCC, in partnership with Protrain Online, is your solution! With online training you have flexible anytime, anywhere learning. Program features: effective, convenient, affordable, high quality training; mentors available live online 24/7 to provide support; hands-on exercises contained within courses; and tests and quizzes. For full descriptions, additional courses and registration information go to: http://www.mwcc.edu/LLL/green.html.

Gatlin Education Services
Gatlin Education Services is the leader in online certification programs. These self-paced programs can generally be completed in less than six months. Instructors are actively involved in students’ online learning experience. Each program includes everything needed to succeed (books, lessons, quizzes and assignments). For full descriptions, additional courses, and registration information go to: http://www.mwcc.edu/LLL/gatlin/default.html.

MWCC—Top Five Gatlin Courses
- Pharmacy Technician (240 hours) $2095
- Veterinary Assistant (240 hours) $1895
- Forensic Computer Examiner (150 hours) $3195
- AutoCAD 2009 (150 hours) $2095
- Six Sigma Green Belt (100 hours) $1995

MWCC—Top Five Pronto Spanish Courses
- Spanish for Educators
- Spanish for Health Care
- Spanish for the Workplace
- Spanish for Construction
- Spanish for Law Enforcement

Pronto Spanish
Succeed in meeting your Spanish goals with this interactive online training! Want to be able to communicate with your Spanish-speaking co-workers, customers, students and neighbors? MWCC offers two unique programs created specifically for the busy adult wanting to learn conversational Spanish. All courses are $119. For full descriptions, additional courses and registration information go to: http://www.mwcc.edu/LLL/Spanish.html.

For credit course options go to: www.mwcc.edu/fall2010

Earn Credit at MWCC
- Choose from over 40 degree and certificate programs
- Take advantage of affordable tuition, flexible scheduling, and unparalleled student services
- Prepare for a career or to transfer to a four-year college

Credit classes start Sept. 7!
Go to www.mwcc.edu/fall2010 to learn about opportunities this fall, call the Enrollment Center, (978) 630-9110, or email admissions@mwcc.mass.edu.
Want a FREE Laptop?

Join us at one of our information sessions to learn how you can get a free laptop when you train online at home for an in-demand healthcare career with Mount Wachusett Community College.

AUGUST 30
8 AM, 12 PM, 6 PM
Main Campus
444 Green Street • Gardner, MA

NOVEMBER 4
8 AM, 12 PM, 6 PM
Devens Campus
27 Jackson Road • Devens, MA

FOR MORE INFORMATION
CareerStep.com/mwcc

Medical Transcription Editor
Develop the knowledge and skills of quality medical transcriptionists in addition to the specialized skill set of medical transcription editors. Focus on keyboarding, medical terminology, language and grammar, and the editing skills required to work with speech recognition technology.

Medical Transcription
Develop the knowledge and skills of quality medical transcriptionists, specifically focusing on keyboarding, language and grammar, and medical terminology.

Bank Teller Certification (Online)
Looking for a career with great pay, flexible hours, and full benefits? Then becoming a bank teller is for you! The Bureau of Labor Statistics states that tellers are in demand, and this will only increase. MWCC now offers a comprehensive, self-paced Bank Teller Certification for those already working in the industry, or those wishing to secure employment as a teller. This industry-recognized certification gives new tellers and teller candidates all the knowledge and skills necessary to be successful, including training in: banking orientation, products and services, customer service, as well as teller procedures.

Complete the training and receive certification from the industry recognized Banker’s Academy in as little as 20 hours.

CRN 22371 Registration is only $495. It includes access to training, and resultant certification for one full year.

Inpatient and Outpatient Medical Coding and Billing
Train for a new career in medical coding, in either the inpatient or outpatient specialty. Prepare for national certification exams by focusing on medical terminology, coding standards, and specific code sets.

Outpatient Medical Coding and Billing
Learn how to be an effective outpatient medical coder. Prepare for national certification exams by focusing on medical terminology, coding standards, and outpatient specific code sets.

Medical Transcription Editor
Develop the knowledge and skills of quality medical transcriptionists in addition to the specialized skill set of medical transcription editors. Focus on keyboarding, medical terminology, language and grammar, and the editing skills required to work with speech recognition technology.

Medical Transcription
Develop the knowledge and skills of quality medical transcriptionists, specifically focusing on keyboarding, language and grammar, and medical terminology.

Ed2Go Online Learning:
Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, and a certificate of completion. All courses are only $125 and run for six weeks (with a two-week grace period at the end). For full descriptions, additional courses, and registration information go to: http://www.mwcc.edu/LLL/onlinetraining.html.

• Accounting Fundamentals
• Introduction to QuickBooks 2009
• Introduction to Microsoft Excel 2007
• Introduction to Microsoft Access 2007
• Project Management Fundamentals
• Speed Spanish
• Introduction to SQL
• A to Z Grant Writing
• Effective Business Writing
• Creating Web Pages

Training Funds Available for Massachusetts Companies
Mount Wachusett Community College offers training any where and any time, free training needs analyses, and free grant writing assistance to help pay for your training. Specialized assistance available in:

• Biomanufacturing
• Business
• Manufacturing
• Healthcare

Call (978) 630-9575 Today!

Help your business achieve the next level of success
**Comedy**

**Intro to Stand-Up Comedy**
Learn about writing a joke, setup, punch line, getting material, creating your own style, doing impressions, writing song parodies and getting secret formulas. Get a gig, book a show, get an audition and learn how to deal with hecklers. Comedy is a stress-reliever. There will be a chance to perform at an actual comedy show. Instructor: Jerry Caruso, Comic & Impressionist.

Tue Oct 5 – 26  7 – 9 PM  CRN 93193  $85 Gardner

**The Clowning Arts**
Learn how to create smiles, laughter, and happiness for others (not to mention you!) by making sunny days even brighter! Get an introduction to clown antics such as juggling, balloon-twisting, and creating a unique clown character! Warning: the “giggles” bug is highly contagious! Instructor: Larry Rettig, Flippo the Jugglin’ Clown.
Materials included: set of juggling balls, blaster balloon pump and 100 balloons.
Wed Oct 27 – Dec 8 (no class Nov 24)  6:30 – 8:00 PM  CRN 93254  $134 Gardner

**Crafts & Hobbies**

**Knitting for Beginners**
Learn the basics including casting on, knit & purl stitch, cast off. Choose your own first project: scarf, hat, wristlet, blanket. Instructor will provide materials including yarn, needles and pattern. Instructor: Josephine Amato.
Fri Sept 10 – Oct 8  6 – 8 PM  CRN 93331  $74 Gardner

**Calligraphy**
In this introductory course, learn the art of beautiful writing using pen, paper and ink, how to hold your pen, and how to create letters by using strokes and italic. Students will learn what pens, nibs, papers and inks are best for each style. A variety of styles will be discussed and demonstrated. Instructor: Lisa Williams.
Wed Oct 16 – 27  5 – 6:30 PM  CRN 93343  $159 Gardner

**Dance**

**Line Dancing**
Learn the basics of ballroom dancing, including the ChaCha, Foxtrot, Polka and Rhumba. All are welcome: singles, couples, teens and adults. Classes will be held at St. Paul’s Church, 79 Cross St, Gardner. Instructor: Pauline Richard.
Wed Nov 3 – Dec 8  6:30 – 8 PM  CRN 93031  $109 Gardner

**Ballroom Dancing**
Learn the favorites like Cadillac Tears, Tush Push, Boot Scootin Boogie and others. It’s great exercise and it’s fun. Classes will be held at St. Paul’s Church, 79 Cross St, Gardner. Instructor: Pauline Richard.
Wed Sept 22 – Oct 27  7 – 9 PM  CRN 93030  $109

**Food & Drink**

**Home Brewing Beer**
Learn the history and biochemistry of beer, make beer and bring your product home with you. Classes will be held at St. Paul’s Church, 79 Cross St, Gardner. Instructor: Bruce Lucier.
Materials: included.
Thu Sept 16  7 – 9 PM  CRN 93023  $39

**Finance**

**Dollars and Sense: the Big Picture**
Do you need help organizing your financial life? Do you avoid opening your retirement statement? Do you wonder how the different aspects of financial life fit together? Learn to manage your money and plan for your goals. Explore how to establish a rainy day fund for emergency expenses, create a monthly budget, protect against risks to your wealth, invest wisely, save for retirement, and leave a legacy. The course includes a workbook which will help you plan and organize your finances.
Instructor Ralph Viscione, Baystate Financial.
Wed Dec 1  6:30 – 9 PM  CRN 93347  $35 Gardner

**Investment Fundamentals**
Understand the basics of investing. Learn the difference between CDs, stocks, bonds, and mutual funds and the historical returns of each asset class. Explore the difference between growth and value, balanced and blend, mutual funds. We will cover the impact of taxes and inflation in relation to investment choices. Investigate how dollar cost averaging and diversification can help your portfolio and the role of asset allocation in your investments. Look at the difference between 401(k)s, Roth IRAs and Traditional IRAs, and other retirement plans.
Instructor Ralph Viscione, Baystate Financial.
Mon Sep 27  6:30 – 9 PM  CRN 93349  $35 Gardner

**Employment Transitions**
Learn skills and techniques to keep your financial matters in order during a job loss or career transition. Participants will receive a workbook which will help them create or adjust a monthly budget. This course looks at factors such as fixed and variable expenses, consolidating or refinancing debt, and reducing expenses. We will present ideas to help prevent common mistakes made in transition. The ideas will include the importance of maintaining risk protection, replacing lost benefits, and understanding and managing your retirement benefits. The retirement discussion will include potential tax implications and options such as rollovers and retirement plan distributions.
Instructor Ralph Viscione, Baystate Financial.
Thu Oct 21  1:30 – 3:30 PM  CRN 93350  $15 Gardner

**Food & Drink (con’t)**

**Cheesemaking**
Learn the history and biochemistry of cheese, make cheese, and bring your product home with you. Class will be held at St. Paul’s Church, 79 Cross St, Gardner.
Instructor: Bruce Lucier. Materials: included.
Fri Oct 8  7 – 9 PM  CRN 93024  $44

**Party Cocktails**
Wow your guests with classic and trendy versions of timeless and trendy cocktails. We will cover traditional, French, white chocolate, and apple martinis; cosmopolitans; and more. Practice mixing and taste your creations as you learn new libations to spice up your holiday parties. Students must be 21+.
Instructor: Dan Zunitch. Materials included.
Thu Nov 4  6:30 – 8:30 PM  CRN 93028  $39 Gardner

**Wine-making**
The history, biochemistry and cultural significance of wine will be discussed. Classes will be held at St. Paul’s Church, 79 Cross St, Gardner. Instructor: Bruce Lucier. Materials: included.
Thu Oct 21  7 – 9 PM  CRN 93025  $54

**Halloween Spirit**

**Paranormal Investigations 101**
Experience deeper insight into the world of paranormal investigation. Even if you’re a skeptic, this course will provide information on the possibilities of haunting and applying scientific methodology to investigate them. Study the different types of paranormal activities, essential investigating equipment, the investigation process, and how to deal with the investigation aftermath.
Sat Oct 30  9 AM– 12 PM  CRN 93371  $34 Gardner

**The Night America Panicked**
In late October of 1938, Orson Welles panicked America with a radio broadcast of H.G. Wells’s “War of the Worlds.” In the Halloween spirit, MWCC will host a presentation on the night that panicked America including clips from the actual broadcast, discussion on whether it was a planned event, and why the historic event had such a strong impact. The evening will conclude with a comparison of events and fears (then and now) and discussion of whether that kind of panic could happen today.
Thu Oct 28  7 – 8:30 PM  CRN 93385  $9 Gardner
New Age
Past Life Regression
This popular seminar will help you to recall several of your past lives. Ever wonder if you have lived before? No firm belief in past lives or reincarnation necessary.
Instructor: Sharon Alley
Tue Oct 12 6 – 8 PM CRN 93005 $35 Gardner

Personal Development
How to Find True Security in an Insecure World
How can we learn to skillfully navigate through the many personal difficulties and external changes we are all facing? Discover strategies not just to survive but to thrive. Even with changes happening in everyone’s life, there are keys that will awaken clarity, peace and joy. Please bring a notebook.
Contact Information
Kim Kayser (978) 630-9527, or email kkayser@mwcc.mass.edu
Devens
Kathleen Kelly (978) 630-9631, or email kkelly@mwcc.mass.edu
Leominster
Russell Hayes, (978) 534-1563, or email rhayes@mwcc.mass.edu
Gardner
Pamela Dempsey-O’Connell, (978) 630-9259, or email pdempsey-oconnell@mwcc.mass.edu

Choose the Awakened Life
Have you ever wondered, “Is this all there is to life?” There are hundreds of self help books, seminars for success, spiritual teachers and manifestation guides like the popular Law of Attraction. Yet we still are missing a soul-filled life of meaning, harmony and peace. Where do we even start? Happiness and fulfillment begins right where you are NOW. This class is an opportunity to begin or recommit to “the road less travelled.” Please bring a notebook.
Instructor: Laura Silva, M.A. LicMHC.
Tue Sept 7 – 28 6 – 7:30 PM CRN 93256 $59 Gardner

Pre-Teen and Teens
LEGOS Vehicles - Ages 8-11 years
Young engineers wanted! Get ready to be creative as you learn about gears, levers, wheels, axles, structures, forces and simple machines. Students will work in pairs, creating a simple machines project. Projects are dismantled at the end of the program so they can be reused for the next exciting program.
Sat Oct 16 – 30 9 AM – 12 NOON CRN 93344 $69 Gardner

Photography
Photography for Beginners, Digital or Film
Get the most out of your camera by improving technical/compositional skills. Learn the differences between film and digital photography and how to use the various creative controls on both cameras. We will focus on f stops and shutter speeds, making visually exciting photo compositions, and great flash pictures, using basic equipment for studio quality pictures. There will be weekly assignments and one Saturday field trip – TBA (transportation to field trips not provided). Instructor: Norm Eggert.
Mon Sept 20 – Nov 22 6:30 – 9:30 PM CRN 93004 $159 Gardner (no class Oct 11)

English GED Testing
Call (978) 630-9173 or email alunn-marcustre@mwcc.mass.edu

Examen de GED en Español
Llame al (978) 630-9173 o alumn-marcustre@mwcc.mass.edu para una cita.

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<td>Gardner</td>
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<td>noviembre</td>
<td>10:30am-2:45pm</td>
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<tr>
<td>Viernes, 18 de noviembre</td>
<td>10:30am-2:45pm</td>
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Other Languages (ESOL)
Other Requirements
Age Requirements
Students must be at least sixteen years of age to register. Students under age eighteen must provide a letter from the last school they attended. They must also have a parent or guardian sign a verification of eligibility form.

Other Requirements
Proper ID is required: either a current driver’s license or government photo ID. All registrations for re-test must also be in person. The fee for re-tests is $15 each; this fee is also non-refundable. The test is available in English and Spanish on a limited basis. A large print version is also available in English. Students must request the large print version in advance. Limited copies are available. Persons with a disability who may require accommodations to participate in a fair testing session should contact the GED chief examiner at (978) 630-9173 to determine eligibility. Requests should be made prior to registering for any test session.

Adult Basic Education & GED Preparation
The Regional Adult Education Center at MWCC offers Adult Basic Education (ABE), GED preparation, and English for Speakers of Other Languages (ESOL).

Classes are free of charge through funding from the Massachusetts Department of Education, Employment Links, and the Robinson Broadhurst Foundation. Day and evening classes are available on an open-entry basis at four convenient locations. For more information please call:

Gardner
Pamela Dempsey-O’Connell, (978) 630-9259, or email pdempsey-oconnell@mwcc.mass.edu

Winchendon
Janet Brown, (978) 297-1667

Leominster
Russell Hayes, (978) 534-1563, or email rhayes@mwcc.mass.edu

Fitchburg
Kathleen Russell, (978) 665-3433, or email krussell@mwcc.mass.edu

Devens
Kim Kayser (978) 630-9527, or email kkayser@mwcc.mass.edu

GED Testing
All GED testing registrations must be done at the Gardner Campus

Contact Information
email: ged@mwcc.mass.edu • phone: (978) 630-9173
Angela Lunn-Marcustre, chief examiner (978) 630-9173
or email: alunn-marcustre@mwcc.mass.edu

Call for the Regional GED Test Center schedule or to schedule a GED registration appointment.

GED Testing Registration
Registration must be done in person. The full test fee of $65 must be paid at the time of registration. Cash, check, money order, or vouchers may be used for payment. Testing fees are nonrefundable.

*Students who fail to show up for their scheduled exam will be charged $25 for each test they miss.

**Age Requirements
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LEGOS Robotics - Ages 12-15 years
Calling all scientists! Robotics classes have arrived at MWCC! Explore the exciting and challenging world of LEGO Robotics. Build a programmable robot using LEGO® Mindstorms® NXT Robotics, the latest generation of LEGO Robotics. Students will work in pairs, creating and programming a robotic project. Projects are dismantled at the end of the program so they can be reused for the next exciting program.
Sat Oct 16 – 30 9 AM – 12 NOON CRN 93345 $69 Gardner

Babysitting - Ages 10-13 years
Fri Oct 15 – 29 4:30 – 6 PM CRN 93196 $50 Gardner
# Noncredit Registration Form

To register for Fitness & Wellness Center programs, call (978) 630-9212.

<table>
<thead>
<tr>
<th>Today’s Date</th>
<th>Social Security#</th>
<th>Student ID# (if known)</th>
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<tbody>
<tr>
<td>Home Phone</td>
<td>Work Phone</td>
<td>Cell Phone</td>
</tr>
<tr>
<td>Last Name</td>
<td>First Name</td>
<td>Middle Initial</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Male/Female</td>
<td>Previous Last Name</td>
</tr>
<tr>
<td>Street Address</td>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Employer (if applicable)</td>
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</tr>
<tr>
<td>Employer Street Address</td>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Last Semester of MWCC Enrollment (if applicable)</td>
<td>Student Signature</td>
<td>Date</td>
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**Ethnic Background:** Please help us to determine how well MWCC serves our region by completing the following question.

Do you identify yourself as:
- ❑ Hispanic or Latino
- ❑ Not Hispanic or Latino

**Race:** Select one or more races to indicate what you consider yourself to be.
- ❑ American Indian or Alaskan Native
- ❑ Asian
- ❑ Black or African American
- ❑ White
- ❑ Native Hawaiian or Pacific Islander
- ❑ Cape Verdean

**Residency (required):**
- ❑ Massachusetts (R)
- ❑ Out-of-State (N)
- ❑ Foreign (F)
- ❑ Resident Alien (A); Alien Registration No.

**Citizenship (required):**
- ❑ U.S. Citizen (Y)
- ❑ Non-Citizen (N)

**Country of Birth (required):**

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<thead>
<tr>
<th>CRN#</th>
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</table>

**Payment Information**
Cash, check, money order, Visa, MasterCard, and Discover. For security purposes, we recommend that you do not write your credit card information on this form. If using a credit card, please call the student accounts office at (978) 630-9149.

Make checks payable to: Mount Wachusett Community College

**Registration questions? Call the Enrollment Center (978) 630-9284 TTY: (978) 632-4916**
Mail: MWCC, 444 Green Street, Gardner, MA 01440; attn: Enrollment Center

Stay Informed
To receive monthly updates on upcoming courses, subscribe to our listserv by sending an email to: LLL-update-on@mwcc.edu