What's Inside:

- **NEW! Entrepreneurship Center**: developing business plans, financial management for business owners; and more!
- **Online courses**: learn when and where it is convenient for you
- **Build your skills**: business, computers, "green" training, photography
- **New courses**: iPad basics & iPad for educators; firearms safety; medical coding & billing; medical transcription and editing; tole painting
- **Courses for fun**: comedy; finance; food & drink; home, lawn & garden; new age; and more!

Kids, tweens & teens programs!

www.mwcc.edu/noncredit
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)
- Available evenings, weekends and online
- Convenient locations
- Meet people with similar interests

F.A.Q.

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 a course 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.

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

LOCATIONS & BUSINESS HOURS

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

Hours:
Mon - Thu 8 AM - 6:30 PM
Fri 8 AM - 4 PM

Leominster Campus
100 Erdman Way
Leominster, MA 01453
978-630-9810
leominster@mwcc.mass.edu

Hours:
Mon - Thu 8:30 AM - 4 PM
Fri 8:30 AM - 4 PM

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

Hours:
Mon - Thu 8:30 AM - 6:30 PM
Fri 8:30 AM - 4 PM

For directions, go to:
http://directions.mwcc.edu
**Business and Career**

**Build Your Skills**

### Ground Floor Opportunities – Finding Startup Companies
A course aimed at creative people in such fields as graphic and web design, advertising, photography, marketing, electronic media and illustration. Learn a variety of ways to find and get involved with young companies and organizations that can create important ground floor opportunities, thus increasing your own responsibilities and personal compensation. Learn ways to leverage your skill, once your foot is in the door.

Instructor: Craig Devonshire.

**Thur Jan 26 – Feb 9  6 – 9 PM**
**CRN 11107  $99  Gardner**

### Building a New Business–The Power of “Stock”
Today, small groups and individuals are starting new businesses at a rapidly increasing rate. The Internet is a major vehicle in making this possible. All manner of products, services, specific topic information and social interaction to potential worldwide markets is available to entrepreneurs. Topics include: the types of companies that can be formed and incorporated; issuing of company ‘stock;’ and how you, the founder, control the distribution of employee stock; types of stock options, securing company confidentiality and more. Instructor: Craig Devonshire.

**Thur Mar 1 – 15  6 – 9 PM**
**CRN 11107  $99  Gardner**

### Computers (Con’t)

#### iPad Basics
You’ve got an iPad – now what? Learn about basic and advanced features to get the most out of your device. We will discuss some of the best apps to use for organizing, learning, and leisure time. You do not need to bring an iPad to this class, although you are welcome to do so.

Instructor: Denise Dayton, M.Ed., M.S.

**Thur Feb 2  6:30 – 8 PM**
**CRN 11086  $19  Gardner**

#### iPad for Educators
Are you a classroom teacher, a home school educator, or a parent with a student in grades K-12? Use your iPad to enhance the learning experience. Even if you don’t have an iPad (yet!), you are welcome to join us to see some of the applications, including some for writing and administration, assistive technology and special education, and academic content areas.

Instructor: Denise Dayton, M.Ed., M.S.

**Thur Feb 9  6:30 – 8 PM**
**CRN 11087  $19  Gardner**

#### Intro to Computers (for the beginner)
Are you nervous around computers? Do you want to surf online but not sure where to begin? This basic course will take the stress out of learning computers. We will discuss computer hardware and software, navigate windows, create folders, save files and browse the internet all in a relaxed atmosphere. Bring your questions!

Instructor: Missi Sargent.

**Tues & Thurs  Feb 21 & 23  6 – 8 PM**
**CRN 11041  $59  Gardner**

**Tues & Thurs  Apr 5 & 7  6 – 8 PM**
**CRN 11042  $59  Gardner**

### Computers (Con’t)

#### Intro to Word 2010
Word is used in both personal and professional settings and is a 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. Word 2007 users may still register as the 2010 version only has minor changes.

Instructor: Missi Sargent.

**Tue & Thu  Feb 28 & Mar 1  6 – 8 PM**
**CRN 11043  $59  Gardner**

#### Intermediate Word 2010
Master advanced features of Microsoft Word 2007, including charting and PivotTables, and discover how this powerful MS Office program can boost your productivity. Excel 2007 users may still register as the 2010 version only has minor changes.

Instructor: Missi Sargent.

**Tue & Thu  Mar 6 & 8  6 – 8 PM**
**CRN 11044  $59  Gardner**

#### Intro to Excel 2010
Excel is perfect for lists, budgets and organization. Learn how to create, save and print workbooks and navigate and format cells, menus and toolbars. Excel 2007 users may still register as the 2010 version only has minor changes.

Instructor: Missi Sargent.

**Tue & Thu  Mar 20 & 22  6 – 8 PM**
**CRN 11045  $59  Gardner**

#### Intermediate Excel 2010
Master advanced features of Microsoft Excel 2007, including charting and PivotTables, and discover how this powerful MS Office program can boost your productivity. Excel 2007 users may still register as the 2010 version only has minor changes.

Instructor: Missi Sargent.

**Tue & Thu  Mar 27 & 29  6 – 8 PM**
**CRN 11046  $59  Gardner**
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.
Tue Mar 6 – 27 6 – 9 PM
CRN 11109 $119 Gardner

Developing Unique Website Ideas
A website name that stands out from the crowd is one of the strongest ways to begin developing a successful site. In many cases, the more off-the-beaten-track, the better—even if only to draw curious first-time viewers. On the net, the creativity of content is literally boundless—hindered only by our own imaginations. A variety of search engine optimization techniques are described, along with various ways to potentially earn income from a site.
Instructor: Craig Devonshire.
Mon Apr 2 6 – 9 PM
CRN 11149 $89 Gardner

Website Development (con't)
http://www.yoursite

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.
Tue Jan 24 – Feb 28 6 – 9 PM
CRN 11106 $179 Gardner

Tattoo Artists & Body Piercers
Skin Anatomy and Physiology for Tattoo Artists and Body Piercers (NEW)
This 4-hour course meets the MA state recommended standards for CEUs for all body piercers and tattoo artists. It meets requirements for an overview of anatomy and physiology, skin anatomy, review of infections and diseases, using professional and ethical judgment and documentation. Note: this is not a course in the instruction of tattooing or piercing.
Instructor: Marilyn Smith.
Mon Apr 2 5:30 – 9:30 PM
CRN 11149 $89 Gardner

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**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. The one hour exam is administered at the end of class. Upon passing, participants receive ServSafe certification valid for 5 years. After enrollment, a book will be mailed to you. Book/exam included.

Instructor: Dan Zunitch.

Mon  Mar 5   9 AM – 5 PM  
CRN 11104  $169  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. Study guide and exam included.

Instructor: Dan Zunitch.

Mon  Mar 19   5 PM – 8 PM  
CRN 11105  $89  Gardner

**Preparing for Communication and Literacy Skills Test (CLST) Portion of the MA Test for Educator Licensure (MTEL)**

MA 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.

Instructor: Bob Mayer.

Tue/Wed/Thu  Jan 10-12  6 – 9 PM  CRN 11048
Tue/Wed/Thu  May 22-24  6 – 9 PM  CRN 11049  $139  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.

Instructor:  
Sat  May 12-26  8 AM – Noon  
CRN 11039  $125  Gardner
Personal Interest

Comedy & Stress Relief

Intro to Stand-Up Comedy
Learn about writing a joke, set-up, 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.
Mon Mar 5 – 26 7 – 9 PM
CRN 11028 $85 Gardner

Crafts & Hobbies

Building Your Own Patio/Walkway
Plan to make a simple design laying brick patios – it’s easy for the do-it-yourselfer. A brick patio design is easy to build yet elegant, laying the bricks in a striking pattern that requires no cutting!
Instructor: Harold Fontaine.
Wed May 2 & 9 6 – 7:30 PM
CRN 11032 $39 Gardner

Landscape Design For Your Backyard
This course is for the homeowner who wants to design and maintain attractive landscaping for their yard. We’ll talk about the principles of good design and space planning, plant materials, and gardens for different purposes, including kitchen gardens and cutting gardens. Supplies needed: Graph paper, ruler, #2 pencils, and colored pencils. Optional: digital camera.
Instructor: Denise Dayton.
Tues Apr 3 – 17 6:30 – 8 PM
CRN 11088 $49 Gardner

Crafts & Hobbies (Con’t)

Foundational/Figure Drawing
In this course people will focus on drawing the human form from life. This class is open to people at all stages of artistic development. Through observation of the figure, students will have a time period of two hours of drawing and studying human anatomy and its relation to advancing one’s drawing skills. We will deal with foundational levels of drawing from basic gesture drawing and eventually graduating to more advanced and prolonged poses. Students will be encouraged to use traditional materials such as charcoal to embrace techniques and styles used throughout art history.
Instructor: Jonathan Allen.
All materials are included.
Wed Mar 21 – May 23 6 – 9 PM
CRN 11296 $299 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 Apr 4 – May 2 5:30 – 7 PM
CRN 11064 $59 Gardner

Knitting for Beginners
This is an introductory course to knitting. Learn the basics including Casting on, Knit & Purl stitch, Cast off. Choose your own first project: scarf, dishtowel, or blanket. Materials included.
Instructor: Charity Parker.
Tue Mar 6 – Mar 27 6:30 – 8 PM
CRN 11036 $59 Gardner

Learn to Crochet
If you’re brand new to crochet, the vast array of available hooks, yarns, stitches and patterns can seem overwhelming. What should a beginner learn first? Which hooks and yarns should one use? When there are so many options, how do you know where to start? Let’s explore the possibilities. Materials included.
Instructor: Charity Parker.
Tue Apr 3 – 17 6:30 – 8 PM
CRN 11037 $49 Gardner

Scrapbooking Made Easy!
This 10-hour workshop will allow you to design scrapbook pages that reflect your own creativity. You will be taken through a series of design techniques and layouts as well as given examples of creative scrapbook pages.
Wed May 2 & 9 4 – 9 PM
CRN 11285 $99 Gardner

Quilting 101
You need only basic machine-sewing skills to make a small sampler quilt with various piecing and appliqué techniques. You’ll learn how to choose colors and fabrics for your quilt, how to use templates and a rotary cutter, and how to put the layers of your quilt together. Bring these supplies to the first class: sewing machine (threaded with any color); rotary cutter and mat; plastic quilters’ ruler; and sewing shears. We will discuss fabric selection during the first class and you will need to purchase quilt fabrics on your own by the second class meeting (approximately $50.)
Instructor: Denise Dayton.
Wed Jan 25 – Feb 29 6:30 – 8 PM
CRN 11084 $109 Gardner
Crafts & Hobbies (Con’t)

**Tole Painting For Beginners**
If you can hold a paint brush, you can learn tole painting! No previous art experience necessary – really! We will learn basic strokes along with color mixing and shading. You will complete several projects in this class to give as gifts or keep for yourself. Brushes, paints, and unfinished wood items included in materials fee. Bring these supplies to first class: plastic painter’s palette (or white china dinner plate); #2 pencils; spiral-bound sketch pad; tracing paper; paper towels; water container; fine sandpaper.
Instructor: Denise Dayton.
Tues Jan 24 – Feb 28 6:30 – 8 PM
CRN 11085 $129 Gardner

**Intro to Writing for Children**
In this three-hour workshop, participants will learn the basic framework for starting a writing career in children’s literature from one author’s perspective. Participants will leave with a comprehensive audience: beginners.
Instructor: Kristine Carlson Asselin
Thurs Feb 16 6 – 9 PM
CRN 11346 $39 Devens Campus
Thurs Apr 26 6 – 9 PM
CRN 11348 $39 Devens Campus

**Exploring Women’s Issues in Society**
This course examines issues particular to women in our society. Discussions will include feminist identity development including the intersection of feminism and other identities such as race, sexual orientation and religion; the struggle for work/life balance; career exploration including self-efficacy in non-traditional careers; and a myriad of issues affecting women today.
Participants will explore their own connection to feminism and their acceptance/rejection of the current paradigms affecting women in society.
Instructor: Shelley Errington Nicholson.
Wed Mar 21 – Apr 25 6 – 9 PM
CRN 11101 $99 Gardner

Finance

**Stocks, Bonds and All that Jazz**
Understand the basics of investing. Discuss the difference between CDs, stocks, bonds, and mutual funds and the historical returns of each asset class, explore the differences 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 401Ks, Roth IRAs, traditional IRAs, and other retirement plans.
Instructor Ralph Viscone.
Wed Apr 4 6:30 – 9 PM  CRN 11059 $29 Gardner

Food & Drink

**French Classical – International Cuisine**
Learn how to prepare, present and taste classical dishes. Learn about the indigenous ingredients and rich sauces native to French dishes. Instructor: Chef Kim Luketich.
Mon Mar 26, 6 – 9 PM  CRN 11052, $49

**Italian – International Cuisine**
Learn how to make your own pasta; create, prepare, present and taste Italian style dishes. Learn about the indigenous ingredients and rich sauces native to Italy.
Instructor: Chef Kim Luketich.
Mon Apr 9 6 – 9 PM  CRN 11053 $49 Gardner

**Louisiana Cajon/Creole Style Cuisine**
Learn about Cajon and Creole style cooking. Learn where the influence comes from. Create, prepare, present and taste this style of dish. Learn the cooking styles native to Louisiana.
Instructor: Chef Kim Luketich.
Mon Apr 23 6 – 9 PM  CRN 11054 $49 Gardner

**Garde Manger – Food Art**
Learn how to make an entire bouquet of flowers in a vase using a variety of foods. Learn how to create a centerpiece that can be used for any occasion.
Instructor: Chef Kim Luketich.
Mon Apr 30 6 – 9 PM  CRN 11055 $49 Gardner

**Sushi**
More than just raw seafood! Learn the proper knife techniques when making sushi and, of course, how to roll the perfect sushi roll.
Mon Mar 5 6 – 8 PM  CRN 11051 $49 Gardner

Home, Lawn & Garden

**A Barnyard in Your Backyard (Raising Chickens)**
Everything a beginner ever wanted to know about keeping and raising chickens at home in the garden or backyard. What type of chickens should you get? What should you feed them? What should you house them in? How many eggs will you get? You’ll learn lots more too. Materials included.
Instructor: Harold Fontaine.
Apr 18 & 25 6 – 7:30 PM
CRN 11031 $39 Gardner

Mind, Body, Spirit

**Past Life Regression**
This popular seminar will help you 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 Apr 25 6 – 9 PM
CRN 11065 $39 Gardner

**European-Based Aromatherapy**
This certification course covers 50 essential oils, their therapeutic properties and the oils that benefit each body system. There’s a strong focus on blending and consultations. Making natural cosmetics and combating stress is covered, plus methods of applications and more. Materials included. Instructor: Linda Patterson, founder of Eclectic Institute of Aromatherapy/Herbal Studies.
Wed May 9 – 30 10 AM – 4 PM
CRN 11050 $189 Gardner

**Introduction to Tarot Card Reading**
Many people believe that Tarot reading is “fortune-telling,” but it’s much more than that. Tarot provides a rich tapestry of images that allows your higher self to communicate with you on a variety of topics. Have you ever asked for guidance on an issue and then waited patiently for your answers? Tarot creates a vehicle for you to receive guidance on any issue at the time of your asking. Learn the meanings of all the cards, as well as several spreads, including the medicine wheel and the Celtic cross. Students should purchase Paul Quinn’s book Tarot for Life and a Rider-Waite Tarot deck prior to class.
Instructor: Nichole Carter.
Mon Apr 2 – May 7 (no class 4/17) 7 – 9 PM
CRN 11060 $89 Gardner
Personal Interest

Music

Ukulele for the Nearly Musical
Free your inner musician. The Ukulele is simpler to learn than many other string instruments, but bursting with quality music and fun. This class is for anyone who would like to learn the basics quickly and start playing songs. Simple chords and a focus on interesting strumming techniques mean you will sound great after just one class; you will soon have a song-list ranging from modern pop to Tin Pan Alley.
Instructor: Danno Sullivan.
Mon Jan 23 – Feb 27 6:30 – 8 PM (no class Feb 20)
CRN 11023  $119  Gardner

Ukulele, Intermediate
Have you enjoyed your Ukulele? Want to continue to reach the next level? Do you want to learn more chords? Maybe play in a UkeFest? Join in and continue in the excitement.
Instructor: Danno Sullivan.
Mon Mar 5 – Apr 2 6:30 – 8 PM
CRN 11025  $119  Gardner

Music (con't)

Paranormal

Paranormal Investigation
Would you like a deeper insight into the world of paranormal investigation? If so Paranormal 101 is for you. Even if you’re a skeptic this course will provide you information on the possibilities of haunting and also using scientific methodology to debunk things. We will study the different types of paranormal activities, the essential investigating equipment, the investigating process and how to deal with the aftermath of an investigation.
Instructor Melissa Croteau.
Sat Mar 31  9 AM – 12 Noon
CRN 11437  $39  Gardner

Photography

Improving Your Photo Composition
Learn the basic principles of photo composition in class, through weekly assignments, and a field trip. Break out of the old ways and try some new techniques guaranteed to add pizzazz to your photographs.
Improve your composition by using: shape, form, patterns, and texture; use color to add impact; an unusual perspective grabs attention; focus as an important compositional tool; and light to make unique photographs. There will be one field trip on a Saturday.
Instructor: Norman Eggert.
Mon Jan 23 – Mar 5  6:30 – 9:30 PM
CRN 11030  $169  Gardner (no class Feb 20)

Outdoor and Nature Photography for Beginners
Improve your nature and outdoor photographs through a mix of classroom learning, weekly assignments, and field trips. Learn about the equipment needed to produce memorable nature photographs: the best lenses to use for specific situations, teleconverters, filters, tripods, and flash in the field. Compositional techniques, photographing the natural landscape, and learning how to take close up photographs of insects and plants will be discussed. Learn how to pick out the best subject to photograph; what to include in the picture; and how to use light, form, texture, shape, and patterns. Three field trips will provide you with an opportunity to photograph with the instructor present (TBA).
Instructor: Norman Eggert.
Mon Mar 19 – May 7  6:30 – 9:30 PM
CRN 11030  $169  Gardner (no class on Apr 16)

Original Photoshop Compositions for All Occasions
Create Photoshop compositions and images for family/friends while producing unique and memorable posters, magazine and book covers, calendars, invitations, awards, stamps, stickers, packaging and more.
Instructor: Craig Devonshire.
Tue Apr 3 – 17  6 – 9 PM
CRN 11110  $99  Gardner

Paranormal Investigation
Would you like a deeper insight into the world of paranormal investigation? If so Paranormal 101 is for you. Even if you’re a skeptic this course will provide you information on the possibilities of haunting and also using scientific methodology to debunk things. We will study the different types of paranormal activities, the essential investigating equipment, the investigating process and how to deal with the aftermath of an investigation.
Instructor Melissa Croteau.
Sat Mar 31  9 AM – 12 Noon
CRN 11437  $39  Gardner

Music (con't)
Have you ever dreamed of starting your own business? Being your own Boss?

Mount Wachusett Community College is launching a series of non-credit courses intended for the entrepreneur, in conjunction with the Athol Community Development Block Grant, to be delivered at the North Quabbin Entrepreneurship Center (NQEC), 80 Freedom Street, Athol, MA. These courses are intended to help individuals move an idea from initial concept to business launch.

WD604 What Is A Business Plan?

If your business is small, very small, or just being hatched, a business plan provides the guiding instrument for your direction, growth and expansion. Learn about the benefits of business planning, how to turn your ideas into an effective plan, and why bankers and attorneys recommend business planning.

Wed Jan 18 6:30 – 9 PM or Mon May 21
CRN 11066 FREE
North Quabbin Entrepreneurship Center - Athol

WD618 From Idea to Income

If you have thought of starting a small business of your own, come to learn about entrepreneurship, how to test your idea, and next steps. If you have wondered, “Do I have the ‘right stuff,” and “What’s it really like to be my own boss,” come to get your questions answered by small business experts.
Thur Jan 19 or Thur May 17 6:30 – 9 PM
CRN 11067 FREE
North Quabbin Entrepreneurship Center - Athol

WD478 Entrepreneurship: Starting Your Own Home-Based Second-Income Business

In this lively and informative seminar, you will learn behind the scenes practical information on how to start a successful, home-based, second-income business that can evolve into a full-time endeavor. With little money down, you will learn how to decide on a business or product to sell with minimal problems, and will also learn how to avoid psychological wear and tear. Franchising will also be discussed.

Wed Jan 25 & Thurs Jan 26 6 – 8:30 PM
CRN 11068 $49
North Quabbin Entrepreneurship Center - Athol

WD 620 Starting a Technology Based Business

For technology professionals, one of the results of the Web 2.0 explosion is a realization of the potential for ambitious, talented, and experienced people to start their own companies and create their own Web products without spending very much money. Suddenly, the vision of being a garage entrepreneur once again seems like a possibility, particularly for those who are involved in user interface (UI) design and development. Participants will learn the critical steps needed to start your business:
- Test the business viability of what you want to do
- Decide whether you want to run your company solo, or enlist the help of business partners
- Set and articulate a vision
- Create a powerful identity, and more…

Tues Feb 28 – Apr 17 6 – 9 PM
CRN 11069 $239
North Quabbin Entrepreneurship Center - Athol

WD499 Starting Your Own Business

One of the most important reasons for small business failure is the lack of knowledge about basic procedures necessary to get off to a good start. This course will include coverage of effective marketing strategies, organizational structure, management control, accounting basics, and sources of financing for the small business owner.

Wed Feb 1 – 22 6 – 9 PM
CRN 11070 $119
North Quabbin Entrepreneurship Center - Athol

WD500 Writing Your Business Plan

This program is a 10-session, 30 hour course designed for entrepreneurs who want to address those questions every entrepreneur needs to answer in relationship to their business needs. And, to develop the skills necessary for their business venture. It’s been proven that the entrepreneur who plans is the one that succeeds. For this reason, participants develop a comprehensive business plan during the course to act as the road map for future growth.

Wed March 7 – 9 6 – 9 PM
CRN 11071 $299
North Quabbin Entrepreneurship Center - Athol

WD501 Advertising Strategies for Local Business

Every business is different and advertising strategies should differ as well. This course will present an overview that will allow the individual businessperson to improve his/her ability to make decisions of what will work best in the market for that particular business. Workshop participants will learn to:
- Develop the tools to create their own advertising
- Promote the most effective advertising possible within an appropriate budget
- Evaluate the cost of a customer
- Discover each individual Unique Selling Position (USP)
- Become familiar with various advertising strategies.

Wed May 1 5:30 – 9:30 PM CRN 11072 $39
North Quabbin Entrepreneurship Center - Athol

WD502 Taking Control: Financial Management for the Small Business Owner

As a small business owner, you have unique needs for managing money. Are you looking for ways to protect your business future? Are you attempting to provide employee benefits? Are you looking for ways to provide retirement plans for you and your employees? Are you concerned about a buy/sell agreement with your partners? Are you hoping to provide executive bonuses? This workshop is specifically designed to address financial concerns that face small business owners today by presenting basic and sophisticated financial concepts in easy-to-understand terms.

Tues May 15 6 – 9 PM CRN 11073 $39
North Quabbin Entrepreneurship Center - Athol
WD503 Succession Planning for the Family-Owned Business
Business succession is a process, not an event. It does not occur at an appointed hour and day when Senior Executive retires and Junior takes over. Rather, it occurs over a period of time and takes evaluation, planning, teamwork, and re-evaluation. Discover the two key areas that should be given individual consideration: the transfer of power (choosing successor, generational considerations, training, transition timetable); and the transfer of assets (valuation of the business and taxation considerations).
Wed May 23 6 – 9 PM CRN 11074 $39
North Quabbin Entrepreneurship Center - Athol

WD589 Develop Effective & Compliant Employee Policies & Practices
You may think there are not many rules regarding hiring and firing of employees, but the number of state and federal laws on employment and labor affecting you are probably going to surprise you. Learn about Employment Agreements and Handbook Development, Independent Contractors, Temporary Workers, Firing, Discrimination, Sexual Harassment, Pension and Benefits, Family and Medical Leave Law, Immigration and many others. They create a complex horizon for your business to operate in and you should know the score.
Tue May 22 6 – 9 PM CRN 11382 $59
North Quabbin Entrepreneurship Center - Athol

WD592 Generating a Viable Business Idea and Bringing It to Market
Business ideas come from many sources—interest, hobbies, volunteer experience, leisure activity. Let us help you decide on home-based or independent business structures to platform your idea to sell what you know. We will help to identify what your customer wants and determine how you can satisfy those needs, as well as examine your competitions’ abilities and successes in your market. You can target your market and take your idea into reality and realize your dreams of being a business owner.
Mon Feb 6 – 9 6 – 9 PM CRN 11385 $59
North Quabbin Entrepreneurship Center - Athol

WD593 The Ins and Outs of Negotiating a Business Purchase or Sale
Decisions to buy or sell a business may be part of your growth planning or your exit strategy. Develop an understanding of the key factors in decision making for such factors as family business succession and methods of valuation for your business. Preparing a business for sale, the art of negotiating the deal, and financing a buyer will be taken up to help you create or analyze the right financial picture for achieving your objective.
Thur Mar 1 – 8 6 – 9 PM CRN 11386 $59
North Quabbin Entrepreneurship Center - Athol

WD594 How to Manage Growth Problems: When a Family-Held Business Needs Help
You feel the need for help, but you don’t know what to do. A family-owned business reaches a point where growth causes real financial and planning problems and you have to decide where to go with the business and how to go about doing it. Learn the major problems that threaten the life of a business, understand turnaround strategies if plans fail to achieve your goals, learn debt restructuring, and going outside to set the company on a bigger and new course.
Thur Feb 7 & Feb 21 6 – 9 PM CRN 11387 $59
North Quabbin Entrepreneurship Center - Athol

WD596 Designing Ads and Marketing Materials
Many small business owners prepare their own ads and collateral materials. Come to learn design basics that make the difference between your pieces being seen by your customer and prospects as The Good, The Bad, or The Ugly.
Tue May 8 6 – 9 PM CRN 11381 $39
North Quabbin Entrepreneurship Center - Athol

WD602 How To Keep The Books
A key aspect to running your business is keeping the appropriate books and records. Explore a variety of record and bookkeeping tools that are available to simplify your work and streamline your small business management.
Thur Feb 9 – 16 6 PM – 9 PM CRN 11384 $59
North Quabbin Entrepreneurship Center - Athol
WD595 Developing a Master Budget: The Heart of Business Financial Planning
Learn the essence of successful business planning by analyzing the structure and development of the master budget. See how budgets can visualize your objectives and give you the key to understanding the integrated structures of the living organism of your business and how you can make your company grow in any business environment—so that you thrive when others are scaling back or shutting down. Mon Feb 27 & Mar 12  6 – 9 PM  CRN 11388 $59
North Quabbin Entrepreneurship Center - Athol

WD586 Tools & Skills to Think Like a Financial Planning Consultant
This course offers insight into the so-called “tricks of the trade” used by financial planners in small business to analyze the problems and potentials of companies. They are fast, thorough and critical methods to dissect financial reports, evaluate capital expenditures and put companies on the road to financial success. Learn to avoid the ups and downs of the economic environment and how to analyze and change plans to accommodate any situation. Become a truly effective financial manager of your business with these proven techniques. Mon Mar 26 – Apr 16  6 – 9 PM  CRN 11389 $119
North Quabbin Entrepreneurship Center - Athol

WD587 Creating Effective Market Plans and Achievable Goals
Markets need to be clearly identified in the ebbs and flows of the business world. Learn the methods to clearly describe your markets, estimate their potential for you, and quantify the objectives you want to achieve that will create success for your business. Formulate by proven planning procedures to target your audience with the right message, at the right time, and for the right budget to make sales and growth in your business a sure thing. Mon Apr 30 – May 14  6 – 9 PM  CRN 11390 $89
North Quabbin Entrepreneurship Center - Athol

WD621 Developing Presentations for Prospective Investors
Your pitch is a sales presentation. You are selling your belief that you can execute a business plan that will make the prospective investors money. Of the many entrepreneurs who make pitches to various investors, banks, etc. each year, only the most prepared, and convincing, move to the next steps. Students will learn how to find prospective investors; prepare for the presentation; sell an idea in as little as 5-10 minutes; effectively use visual aids; and have a chance to pitch their idea for a business to a mock jury. Thur Mar 19 – May 10  6 – 9 PM  CRN 11393 $119
North Quabbin Entrepreneurship Center - Athol

WD588 Legal, Financial and Tax Considerations in Selecting Business Form
Many people don’t know where to begin in trying to determine what kind of business they want to form. Learn the advantages and disadvantages, the key comparisons and financial impact existing in the six most common business forms, and try to envision your own business within them. Determine the amount of paperwork you will have to do, how much personal liability you will incur, how you are restricted in raising money, and how your business will be taxed. You will narrow the business forms down to the one that is right for you. Thur Mar 22 – Apr 5  6 – 9 PM  CRN 11391 $59
North Quabbin Entrepreneurship Center - Athol

Scholarship Note:
The Athol Community Development Block Grant has a limited number of tuition waivers for each of the above Entrepreneurship courses, available to income qualified residents from Athol, Phillipston, Royalston, and Petersham, awarded on a first come, first served basis. Additionally, income eligible residents from the other five North Quabbin Towns of Erving, New Salem, Orange, Warwick and Wendell will be eligible for waivers as class limits allow.
For more information, or to see if you qualify, please contact the Athol Office of Planning and Development at (978) 575-0301, or by emailing planning@townofathol.org.
Our ever popular golf lesson will begin in February 2012. These are 8 week sessions for those beginners, who have never held a club and want to learn the game of golf, the Intermediates trying to bring their stroke count down a few, and the advanced players who want to fine tune their game.

Course is taught inside with cages. It is our hope to get you outside for the last 2 classes, depending on the weather.

Instructors: Kevin Descarreaux & Ben Egan.

Feb 20 - Apr 20
Mon Tues Wed or Thur
7:15 PM or 8:15 PM
Gardner

2012 American Red Cross Lifeguard Training
This 30 hour course will certify candidates in ARC lifeguarding, first aid, and CPR/AED for the professional rescuer. There will be 3 courses hosted this year. The first over February recess, (2/21-25/2012) and the other courses are TBD; typically will run in May and June.

Candidates must be 15 years of age by the end of the course and successfully complete all pre-test requirements before beginning the course.

David C. Graham at dgraham@mwcc.mass.edu
First Session: Feb 21-25
Gardner

2012 American Red Cross Recertification Courses:
Schedule of recertification classes to be solidified by Presidents ’ Day but will include courses in CPR/AED for the professional rescuer and lay responder, first aid, and lifeguarding.

David C. Graham at dgraham@mwcc.mass.edu

American Red Cross Swim Lessons:
This program is conducted at MWCC by certified ARC Water Safety Instructors. There will be two sessions to kick off 2012.

Each session is eight classes in length.
Taught by Red Cross Certified Water Safety Instructors

Winter session: Jan 9 – Mar 9
Registration begins on Dec 17
Gardner

Spring session: Mar 19 – May 1
Registration begins on March 4
Gardner

Includes:
- Before & after pictures
- Nutrition information
- A “free class” pass for a friend
- Before & after Body Comp. Test

Instructor: taught by our personal trainers. Contact 978-630-9189 for more information.

Jan 19 – Apr 12 Gardner
1, 2 or 3 sessions per week for the 12 weeks available.

Fitness & Wellness Center:
Mon - Fri 5 AM - 9 PM
Sat 7 AM - 5 PM
Sun 7 AM - 5 PM

Hours of operation are subject to change

www.mwcc.edu/fitness
Visit us on Facebook
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 dwhitney@mwcc.mass.edu to notify MWCC that you have completed your registration with Life Long Learning. Contact dwhitney@mwcc.mass.edu for questions.

Training Funds Available for Massachusetts Companies
Mount Wachusett Community College offers training anywhere and anytime, free training needs analyses, and free grant writing assistance to help pay for your training.

Specialized assistance available in:
• Banking  • Biomanufacturing  • Business  • Healthcare  • Manufacturing

Call 978-630-9575 Today!
Help your business achieve the next level of success

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:

MWCC—Top Gatlin Courses
• Veterinary Assistant (240 hours) $1995
• AutoCAD 2009 (150 hours) $2195
• Six Sigma Green Belt (100 hours) $2095
• Forensic Computer Examiner (150 hours) $3295

ProTrain Online Training + You = Success!
Looking for 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. Mentors available live online 24/7 to provide support; Hands-on exercises contained within courses; tests and quizzes. The top few are listed below. For full descriptions, additional offerings and registration information go to: www.mwcc.edu/LLL/green.html

• Certified Indoor Environmentalist (CIE) Online - 32 Hours $1000
• Certified Microbial Investigator (CMI) Online - 28 Hours $800
• Certified Indoor Air Quality Manager (CIAQM) - 28 Hours $800
• Weatherization Energy Auditor -50 Hours/7 week $800
• Home Energy Analyst (HERS) - 50 Hours/7 week $800

ED 2 GO 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 unless otherwise noted 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 or www.ed2go.com/mwcc.

Top 20 Most Popular
1. Accounting Fundamentals I & II
2. Creating Web Pages
3. A to Z Grant Writing
4. Speed Spanish
5. Introduction to SQL
6. Project Management Fundamentals
7. Introduction to Microsoft Word 2010
8. Introduction to Microsoft Excel 2010
9. Introduction to QuickBooks 2010
10. Introduction to Java Programming
11. Introduction to PHP and MySQL
12. Effective Business Writing
13. Computer Skills for the Workplace
14. Introduction to Photoshop CS5
15. Fundamentals of Supervision and Management
16. Introduction to Dreamweaver CS5
17. Administrative Assistant Fundamentals
18. Become a Veterinary Assistant
19. Discover Digital Photography
20. Business Writing
Online Training

Want a FREE Laptop?

Join us at our information session 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.

Fri, March 16
12 Noon or 2 PM
Mount Wachusett Community College
100 Erdman Way
Leominster, MA
978-630-9575

FOR MORE INFORMATION
CareerStep.com/mwcc

Medical Transcription and Editing
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 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.

Pharmacy Technician
Learn how to be an effective pharmacy technician. Prepare for national certification exams by focusing on pharmacology, pharmaceutical calculations, and pharmacy law and regulations.

Medical Administrative Assisting
Gain the skills you need to successfully manage the day-to-day front office responsibilities of a medical facility. Focus on developing skills in front desk reception, patient scheduling, billing, and practice finances.

MWCC: Satisfying All Your Employee Training Needs

For your business to operate as effectively, competitively, and profitably as possible, your employees need the most up-to-date skills.

Why Consider MWCC For All of Your Employee Training Needs?
Private Trainers offer high-quality training, utilizing trainers with expert credentials and real-world experience for $1,800-$4,500 per day of training. Trainers may also charge significant fees for Training Needs Analysis, Training Plan Development, Grant Writing Assistance, and Administration of Grant services.

MWCC offers high-quality training, utilizing trainers with expert credentials and real-world experience for $800-$1,400 per day of training. MWCC offers Free Training Needs Analysis, Free Training Plan Development, Free Grant Writing Assistance, and Free Administration of Grant services.

Specialized training available in:
- Lean
- Six Sigma
- Healthcare
- Business Practices
- Biomanufacturing
- Supervision/Leadership
- Banking & Finance
- And much more…

Discover how training funds might be available and applicable to your organization.

Call Jeremiah Riordon at 978-895-2893 or email j_riordon@mwcc.mass.edu

AA/EEO Institution
GED Testing

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

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
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
A valid picture ID is required. 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
Frederick Lapiere, 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

Examen de GED en Español
Llame al 978-630-9173 or e-mail a_lunn-marcustre@mwcc.mass.edu papa una cita

<table>
<thead>
<tr>
<th>Registrar</th>
<th>Fecha de Examen</th>
<th>Tiempo</th>
<th>Localización</th>
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<tbody>
<tr>
<td>9, de enero</td>
<td>lunes, 23 de enero</td>
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<td>Leominster Campus 3rd Floor</td>
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<td>lunes, 14 de mayo</td>
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<td>30, de abril</td>
<td>lunes, 19 de abril</td>
<td>3:30-8:00pm</td>
<td>Leominster Campus 3rd Floor</td>
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English GED Testing
Call 978-630-9173 or email a_lunn-marcustre@mwcc.mass.edu

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<td>3:30-8:00pm</td>
<td>Gardner-North Cafe</td>
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<tr>
<td>Mar. 11, 2012</td>
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<td>3:30-8:00pm</td>
<td>Gardner-North Cafe</td>
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<td>Apr. 11, 2012</td>
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<td>3:30-8:00pm</td>
<td>North Cafe W11</td>
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<td>3:30-8:00pm</td>
<td>North Cafe W11</td>
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Noncredit Registration Form

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

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<tr>
<th>Today’s Date</th>
<th>Social Security#</th>
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<td>Cell Phone Email</td>
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<td>Last Name</td>
<td>First Name</td>
<td>Middle Initial</td>
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<td>Date of Birth</td>
<td>Male/Female</td>
<td>Previous Last Name</td>
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<td>Street Address</td>
<td>City State Zip</td>
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<td>Employer (if applicable)</td>
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<tr>
<td>Employer Street Address</td>
<td>City State Zip</td>
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<tr>
<td>Last Semester of MWCC Enrollment (if applicable)</td>
<td>Student Signature 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):  
Country of Citizenship (required):

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<thead>
<tr>
<th>CRN#</th>
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**Three Ways to Register for Courses**

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

1. By Phone: Call 978-630-9525 to register
2. By mail: mail registration forms to MWCC Enrollment, 444 Green St, Gardner, MA 01440. Use the form on the back cover; include a check or money order payable to MWCC. To pay by credit/debit card, go to www.mwcc.edu, click on 'pay My NonCredit Program' or call 978-630-9157 with credit/debit card information.
3. Stop by the Gardner, Leominster or Devens Campus to enroll in person.

Registration questions? Call the Enrollment Center 978-630-9525 TTY: 978-632-4916
Mail: MWCC, 444 Green Street, Gardner, MA 01440; attn: Life Long Learning