FALL 2012
What's Inside:

• NEW classes added!
• Entrepreneurship center
• Online courses
• Skill building courses
• Health & fitness
• Courses just for fun

mwcc.edu/noncredit

We generate. Fun.
WHAT ARE NONCREDIT COURSES?
Noncredit courses at MWCC provide educational, social, cultural and vocational opportunities. MWCC strives to provide high-quality classes at a reasonable cost.

HOW TO REGISTER
Courses fill quickly. Please register so you won't miss out!

Phone ......................................... 978-630-9525
Mail.............................................. MWCC Life Long Learning, 444 Green St., Gardner, MA 01440
1. Complete registration form
2. Include a check/money order payable to MWCC
Credit/debit card .................................... mwcc.edu
1. Click on ‘Pay for my Noncredit Program’
2. Or call 978-630-9149 with credit card information
Walk-in.................................................. Stop by the Gardner, Leominster, or Devens Campus.

F.A.Q.

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.

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 course will be reduced by 50%. Online courses and textbook cost are not eligible for a fee reduction.

Become a Continuing Education Instructor - Apply online to the noncredit instructor pool at jobs.mwcc.edu.

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: mwcc.edu/catalog.

Agreement - By finalizing payment for this noncredit program at MWCC, I acknowledge reviewing MWCC’s Code of Student Conduct (mwcc.edu/PDFs/catalog.pdf), and agree to abide by all policies and procedures as detailed in the College Catalog and Student Handbook.

Affirmative Action/Equal Opportunity Institution
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### Locations

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

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

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

- **Athol**  
  80 Freedom Street  
  Athol, MA 01331  
  978-249-2012  
  dgilliatt@mwcc.mass.edu

### 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 are limited only by your imagination. Call 978-630-9575 for more information.
iPad BASICS | CRN# 91273
Instructor: Denise Dayton M.Ed., M.S.

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.

Date: Wednesday, September 26
Time: 6:30 - 8:00 PM
Location: Gardner
Cost: $29

50 APPS FOR TEACHERS | CRN# 91274
Instructor: Denise Dayton M.Ed., M.S.

Are you a classroom teacher, special education teacher, or a paraprofessional? Perhaps you're a home school educator or a parent with a student in grades K-12? Use your iPad to enhance the learning experience. Class will cover an app overview, including some for productivity, assistive technology and special education and academic content areas. iPad basics are not covered in this session.

Date: Wednesday, October 3
Time: 6:30 - 8:00 PM
Location: Gardner
Cost: $29

50 MORE APPS FOR TEACHERS | CRN# 91275
STILL MORE iPAD APPS FOR TEACHERS! | CRN# 91276
Instructor: Denise Dayton M.Ed., M.S.

Are you a classroom teacher, special education teacher, or a paraprofessional? Perhaps you’re 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 for an app overview, including some for productivity, assistive technology and special education, and academic content areas. Please note that iPad basics are not covered in these sessions.

50 More APPS for Teachers
Date: Wednesday, October 10
Time: 6:30 - 8:00 PM
Location: Gardner
Cost: $29

Still More IPAD APPS
Date: Wednesday, October 17
Time: 6:30 - 8:00 PM
Location: Gardner
Cost: $29

PAGES, NUMBERS AND KEYNOTE FOR iPAD | CRN# 91277
Instructor: Denise Dayton M.Ed., M.S.

Apple’s versions of MS Word, Excel and PowerPoint. Learn how to use them on your iPad for applications at school, home and office. You will get the most from this session if you bring an iPad with the three apps ($9.99 each) already installed.

Date: Wednesday, October 24
Time: 6:30 - 8:00 PM
Location: Gardner
Cost: $29

Call 978-630-9525 to register today!
INTRO TO COMPUTERS FOR THE PC - THE VERY BEGINNING | CRN# 91263
Instructor: Missi Sargent

This introductory course will be offered in a relaxed atmosphere for those who are nervous around computers or have zero experience. Topics include computer hardware and software; using the mouse, navigating Windows, creating folders, saving files and browsing the internet. Not for Mac users.

Date: September 25 - 27
Time: 6 - 8 PM
Location: Gardner
Cost: $59

INTRO TO COMPUTERS FOR THE PC - NOVICE | CRN# 91278
Instructor: Missi Sargent

This course is a continuation of the beginner course as well as for those who have had some experience. Topics include browsers, search engines, setting up free email, ISPs, software programs and maintaining your computer. Basic keyboard knowledge suggested but not required. Not for Mac users.

Date: Tuesday & Thursday, October 2 & 4
Time: 6 - 8 PM
Location: Gardner
Cost: $59

INTRO TO WORD 2007/2010 | CRN# 91279
Instructor: Missi Sargent

Word is a word processor program used in both personal and professional settings. Learn to create, edit, save and print documents, formatting documents, using toolbars, creating lists, creating labels/envelopes, using the find and replace command and introduction to graphics.

Date: Tuesday & Thursday, October 9 & 11
Time: 6 - 8 PM
Location: Gardner
Cost: $59

INTERMEDIATE WORD 2007/2010 | CRN# 91280
Instructor: Missi Sargent

This course is for those with some Word experience. Topics will include working with tables; graphics, using the mail merge tool; tracking changes, hyperlinks; inserting citations and bibliographies; setting Word options, using and creating templates; and simple macros.

Date: Tuesday & Thursday, October 16 & 18
Time: 6 - 8 PM
Location: Gardner
Cost: $59

ONLINE SHOPPING 101 | CRN# 91281
Instructor: Missi Sargent

In this two hour workshop, we will discuss how to comparative shop; how to find and use online coupons and promotion codes; using rebate programs; creating and using a Paypal account and how to avoid scams.

Date: Tuesday, October 23
Time: 6 - 8 PM
Location: Gardner
Cost: $29
INTRO TO EXCEL 2007/2010 | CRN# 91282
Instructor: Missi Sargent
Excel is spreadsheet software used in both personal and professional settings. It is perfect for lists, budgets and organizing data. Topics include creating, saving and printing workbooks; navigating the program; using menus & toolbars; formatting; merging cells; inserting and deleting columns and rows; inserting graphics; using the find and replace command; and simple formulas.
Date: Tuesday & Thursday, October 30 & November 1
Time: 6 - 8 PM
Location: Gardner
Cost: $59

INTERMEDIATE EXCEL 2007/2010 | CRN# 91283
Instructor: Missi Sargent
This course is for those with some Excel experience. Topics will include using hyperlinks; conditional formatting, formatting as tables, working with large worksheets; creating charts; using text and numeric formulas; the vlookup command; and pivot tables and simple macros.
Date: Tuesday & Thursday, November 6 & 8
Time: 6 - 8 PM
Location: Gardner
Cost: $59

WEBSITE FUNDAMENTALS FOR PHOTOSHOP/DREAMWEaver | CRN# 91284
Instructor: Craig Devonshire
This is 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. Students gain an overview of two of the most commonly utilized website-building software programs, Adobe Photoshop and Macromedia Dreamweaver. No computer or software prerequisites. Individual websites will be produced by participants.
Date: Thursdays, September 13 - October 18
Time: 6 PM
Location: Gardner
Cost: $179

INCREASE WEB TRAFFIC | CRN# 91285
Instructor: Craig Devonshire
If your business sells or has a service, or you want to increase hits to your personal website, let us show you how.
Date: Tuesdays, November 13 - November 27
Time: 6 - 9 PM
Location: Gardner
Cost: $99

DEVELOPING UNIQUE WEBSITE IDEAS | CRN# 91286
Instructor: Craig Devonshire
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.
Date: Thursdays, November 29 - December 13
Time: 6 - 9 PM
Location: Gardner
Cost: $99
SIGN, SAY AND PLAY – A BABY SIGNS INC CLASS FOR PARENTS AND INFANTS

CRN# 91287
Instructor: Michelle Tricomi

The Sign Say and Play class is an interactive class designed specifically for infants aged 6 months – 2.5 years with their caregiver. You will learn approximately 40 signs that are important for everyday life. Beebo the Baby Signing Bear will assist you and your baby in learning new signs with fun songs, games and books!

Date: .................................Fridays, September 14 - October 19
Time: ..................................10 - 11:30 AM
Location: ..............................Gardner
Cost: ..................................$74 (all materials included)

PROFESSIONAL DEVELOPMENT WORKSHOP FOR BABY SIGN LANGUAGE

CRN# 91288
Instructor: Michelle Tricomi

This class is an excellent class for Educators to take to learn new ways to end frustration in the classroom. The training session lasts 3 hours with games, songs and activities liberally sprinkled throughout to keep teachers engaged and excited as they learn!

Date: .................................Tuesday, September 18
Time: .................................6 - 9 PM
Location: ..............................Gardner
Cost: .................................$64 (all materials included)

PHOTOGRAPHY FOR BEGINNERS, DIGITAL OR FILM | CRN# 91289

Instructor: Norm Eggert

New digital or film photographers will learn to get the most out of their camera by improving technical/compositional skills. We will discuss film and digital photography and the differences, learning how to use the various creative controls on both cameras. Weekly assignments and two Saturday field trips – 10/13 & 10/27

Date: .................................Wednesdays, September 26 - November 14
Time: .................................6 - 9 PM
Location: ..............................Gardner
Cost: .................................$159

TAKE GREAT HOLIDAY PHOTOGRAPHS AT NIGHT | CRN# 91297

Instructor: Norm Eggert

This class will teach you how to take great night photos anytime, focusing on the holiday season. On 12/8 the class will head to Boston for a field trip to photograph the spectacular lighting in Boston.

Date: .................................Wednesdays, November 28 - December 12
Time: .................................6:30 - 9:30 PM
Location: ..............................Gardner
Cost: .................................$99

ORIGINAL PHOTOSHOP COMPOSITIONS, FOR ALL OCCASIONS | CRN# 91292

Instructor: Craig Devonshire

Enjoy creating Photoshop compositions – constructed images – for family or friends while producing unique and memorable posters, magazine and book covers, calendars, invitations, awards, stamps, stickers, packaging and more.

Date: .................................Wednesdays, October 24 - November 7
Time: .................................7 - 9 PM
Location: ..............................Gardner
Cost: .................................$99

Call 978-630-9525 to register today!
STRUM-ALONG ON THE UKULELE | CRN# 91266

Have you learned to play the Ukulele and want to play along with a group of other Uke lovers? Come and join us for an informal and fun strum-along...Pick a song, bring a song...light refreshments.

**Date:** 1st & 3rd Wednesdays, September 5 - November 21
**Time:** 6:30 - 8 PM
**Location:** Gardner
**Cost:** $25 (no waivers)

SURVIVING AS A SELF-TAUGHT MUSICIAN | CRN# 91293

**Instructor:** Adam Bergeron

Instrumentalists and vocalists attending this workshop will be introduced to concepts that promote success in musical goals to help pros and hobbyists alike. Through performance, activities and discussions, participants will learn how to avoid poor choices common to inexperience, and promote a greater appreciation for many aspects of music. Topics include: performance etiquette, stage presence, musical communication, listening skills, composing, relating with co-performers, and recording.

**Date:** Wednesdays, October 3 - 24
**Time:** 6 - 8 PM
**Location:** Gardner
**Cost:** $53

BEGINNING FLUTE LESSONS | CRN# 91294

**Instructor:** Becky Abbott

Playing and studying the flute is a wonderful experience with lots of opportunities for musical expression, fun and enjoyment that can last a lifetime!

**Date:** Wednesdays, October 10 - 31
**Time:** 5:30 - 7 PM
**Location:** Gardner
**Cost:** $59

RECORDEHER LESSONS FOR HOME SCHOOLERS | CRN# 91295

**Instructor:** Becky Abbott

The recorder is one of the easier musical instruments to play. It just takes a little patience and practice. Being a quiet flute-like instrument, the recorder is unlikely to bug the neighbors. The recorder is ideal for kids, perhaps as a first instrument before they try a more challenging one.

**Date:** Thursdays, September 6 - 27
**Time:** 10:30 AM - 12 NOON
**Location:** Gardner
**Cost:** $59

INSTANT PIANO (FOR HOPELESSLY BUSY PEOPLE)-3 HOURS | CRN# 91298

**Instructor:** Valerie Lyons

Some music teachers may not want you to know this, but you don’t need years of weekly lessons to learn piano. In just half a day, you can learn enough to give you years of musical enjoyment, whether entertaining others or just for your own amusement. The traditional approach teaches note reading, while professional pianists use chords. Here you will learn all the chords you’ll need to play any song in this one session. Any song. Any style. Any key. You’ll then perfect your technique at home, using a resource book and CD provided by the instructor. It’s easy, fun, and musically correct! **PREREQUISITE:** Some previous music experience encouraged.

**Date:** Wednesday, September 19
**Time:** 6 - 9 PM
**Location:** Gardner
**Cost:** $79

Call 978-630-9525 to register today!
HOW TO PLAY PIANO BY EAR-3 HOURS | CRN# 91299

Instructor: Valerie Lyons

Learn one of music’s deepest mysteries: how to play songs without relying on music. A very practical presentation of music theory that includes predicting chord progressions, learning from recordings, and transposing—all expressed in everyday language. This is an ideal follow-up to the Instant Piano class and is open to anyone who has a basic understanding of chords on any instrument. Expand your musical horizons, free yourself from sheet-music dependence, and be the life of the party! Prior experience with chords recommended. $75.00 tuition costs include required materials fee of $30.00 for the How to Play Piano by Ear book and the practice CD.

Date: Thursday, September 27
Time: 6 - 9 PM
Location: Gardner
Cost: $79

VIDEO GAME MAKING 101 | CRN# 91271

Instructor: Luke LeBlanc

If you want to learn the craft of making computer games, then this is for you. Provided is all you need to create your own games for Microsoft Windows using Game Maker. All the graphics, sound effects and music you’ll need are included to put together fun video games.

Date: Thursdays, September 13 - October 11
Time: 6:30 - 8:30 PM
Location: Gardner
Cost: $120 (includes book and CD)

VIDEO GAME MAKING 102 | CRN# 91272

Instructor: Luke LeBlanc

This is the advanced game making. You will be writing your own code, while learning essential game design theory. A complete guide to designing and programming games. Video game making 101 required, same materials will be used.

Date: Thursdays, October 18 - November 15
Time: 6:30 - 8:30 PM
Location: Gardner
Cost: $79

QUILTING 101 | CRN# 91301

Instructor: Denise Dayton

You’ll learn how to choose colors and fabrics for your quilt, use a rotary cutter, master various piecing techniques, put the layers of your quilt together, and create a custom label for your creation. Supplies needed for first class: sewing machine (any color thread); rotary cutter and mat; plastic quilters’ ruler and sewing shears. In the first class, you will learn cutting and piecing techniques with fabric provided by the instructor.

Date: Thursdays, September 27 - November 8 (no class 10/25)
Time: 6:30 - 8:30 PM
Location: Gardner
Cost: $99
KNIFTY KNITTER FOR BEGINNERS, WEAVING WITH LOOM | CRN# 91302
Instructor: Charity Parker
The Knifty Knitter looms are for creating a knit project without using knitting needles. Looms are available in round, long and rectangle to fit the project you are making. Patterns are available starting with a very basic item, such as a scarf or hat, to a more advanced pattern.

Date: ..................................Tuesdays, September 18 - October 9
Time: ..................................5:30 - 7 PM
Location: ................................Gardner
Cost: ..................................$69 (materials included)

KNIFTY KNITTER II, WEAVING W/LOOM | CRN# 91303
Instructor: Charity Parker
Continue creating the knit projects with the looms that you have….long, round and rectangle. Patterns are available or bring in your current projects.

Date: ..................................Tuesdays, October 16 - November 6
Time: ..................................5:30 - 7 PM
Location: ................................Gardner
Cost: ..................................$69

GENERAL AVIATION | CRN# 91360
Instructor: William Ulley, Private Pilot and ex USAF Navigator
Your interest in aviation as a hobby or a career will be magnified by this course. From the basics of aerodynamics to obtaining a pilot’s license or a love of aviation history—all and more will be covered. Aviation needs new enthusiasts! Turn dreams into reality and make learning fun and practical.

Date: ..................................Mondays, September 10 - October 22 (no class 10/8)
Time: ..................................6:30 - 8:30 PM
Location: ................................Gardner
Cost: ..................................$139

INTRO TO STAND UP COMEDY | CRN# 91304
Instructor: Jerry Caruso
Stand-up comedy can include writing a joke, a set-up, a 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 and this class is a great gift idea.

Date: ..................................Wednesdays, October 3 - 24
Time: ..................................7 - 9 PM
Location: ................................Gardner
Cost: ..................................$79

CALLIGRAPHY | CRN# 91305
Instructor: Lisa Williams
An introductory course for those who want to learn the beginning steps of the beautiful calligraphy writing for business or personal use using pen, paper and ink. You will learn how to hold your pen, how to create letters by using strokes and italic. Students will learn what pens, nibs, papers and inks are best for each style you choose. A variety of styles will be discussed and demonstrated.

Date: ..................................Wednesdays, October 3 - October 31
Time: ..................................5:30 - 7 PM
Location: ................................Gardner
Cost: ..................................$59

Call 978-630-9525 to register today!
BUILD YOUR OWN PATIO/WALKWAY | CRN# 91306
Instructor: Harold Fontaine
A simple design plan to make laying brick patios easy for do-it-yourselfers. This brick patio design is easy to build yet elegant, laying the bricks in a striking pattern that requires no cutting!
Date:............................Wednesdays, September 5 - September 12
Time:............................6 - 7:30 PM
Location:..........................Gardner
Cost:.............................$29

PARTY COCKTAILS | CRN# 91324
Instructor: Dan Zunitch
We will cover traditional, French, white chocolate and apple martinis, cosmopolitans and more. Practice mixing and tasting your creations as you learn new libations to spice up your holiday parties. Receive a recipe sheet covering dozens of the most popular drinks. Students must be 21+ and IDs will be checked in class.
Date:.............................Thursday, October 25
Time:.............................5 - 8 PM
Location:..........................Gardner
Cost:..............................$49 (materials included)

QUICK AND EASY HOME MADE DESSERTS | CRN# 91316
Instructor: Chef Kim Luketich
Learn how to make simple easy desserts. You can make quick easy desserts for those last minute party plans, kids school parties, or just to feed the family. Learn some dessert ideas for summer-time grilling.
Date:.............................Monday, September 24
Time:.............................6 - 9 PM
Location:..........................Gardner
Cost:..............................$49

SUSHI | CRN# 91317
Instructor: Chef Kim Luketich
More than just raw seafood. Learn the proper knife techniques when making sushi and of course how to roll the perfect sushi roll.
Date:.............................Monday, October 29
Time:.............................6 - 9 PM
Location:..........................Gardner
Cost:..............................$49

LOW CARB TASTY MEALS | CRN# 91318
Instructor: Chef Kim Luketich
Great for diabetics or for people just watching their carbohydrate intake. Learn how to make some easy healthy choice meals. Meals can still be tasty without all the extra carbs!
Date:.............................Monday, November 5
Time:.............................6 - 9 PM
Location:..........................Gardner
Cost:..............................$49
**Finance**

**ZERO MONEY DOWN HOME PURCHASE | CRN# 91309**

**Instructor:** Front Door Realty

Outline and a take home packet of benefits members are entitled to with focus on home purchasing with zero down payment. Learn how to apply for eligibility, find a realtor, shop for a home, and fulfill their dream of home ownership.

- **Date:** Tuesday, October 16
- **Time:** 6:30 - 8:30 PM
- **Location:** Devens
- **Cost:** $19

**1ST TIME HOME BUYER SEMINAR | CRN# 91310**

**Instructor:** Front Door Realty

Learn the ins and outs of purchasing a home. You will learn tips on shopping for a loan, finding a realtor, home inspector and more. Learn about different 1st time buyer programs, market conditions and down payment options.

- **Date:** Tuesday, October 23
- **Time:** 6:30 - 8:00 PM
- **Location:** Devens
- **Cost:** $19

**HOW TO WRITE A BUSINESS PLAN FOR FAMILY CHILD CARE PROVIDERS | CRN# 91311**

**Instructor:** Dawn Gilliatt

This training is for the business owners who want to address those questions every provider needs to answer in relationship to their business needs. Reference materials, business plan template and 4 hours completion certificate.

- **Date:** Mondays, August 20 & 27
- **Time:** 6:30 - 8:30 PM
- **Location:** 80 Freedom St, Athol
- **Cost:** $65

**Firearm Safety**

**BASIC PISTOL SAFETY WITH “LIVE FIRE” | CRN# 91307**

**Instructor:** Paul Lyons, MA certified firearms safety instructor

Upon successful completion, students will receive a Massachusetts State Police Basic Firearms Safety Certificate, required for application submission to local firearms licensing authorities in Massachusetts (specifically for License to Carry (LTC) A, B or Firearms Identification (FID) Cards). Once completed, each student will be able to identify the principle parts of a handgun and types of actions; the rules for safe handling of handguns and ammunition; the basic responsibilities of safe handgun ownership and use; basic firearms laws relating to handgun ownership, carrying and use; how to safely store handguns and ammunition; methods of childproofing and securing handguns; and how to safely load, unload and fire a semi-automatic handgun and revolver, as well as basic cleaning and basic marksmanship. Location TBA.

- **Date:** Saturday, October 27
- **Time:** 9 AM - 5 PM
- **Location:** Gardner
- **Cost:** $169

**CRN# 91308**

- **Date:** Saturday, November 10
- **Time:** 9 AM - 5 PM
- **Location:** Gardner
- **Cost:** $169

Call 978-630-9525 to register today!
NEW AGE

PAST LIFE REGRESSION | CRN# 91312
Instructor: Sharon Alley
This popular course will help you to recall your past lives. Have you ever wondered if you have lived before? No firm belief in past lives or reincarnation is necessary.
Date: Tuesday, October 16
Time: 6:30 - 9:30 PM
Location: Gardner
Cost: $39

INTRO TO TAROT CARDS | CRN# 91313
Instructor: Nichole Carter
Learn the meanings of all the cards, including the medicine wheel and the Celtic cross. Students should purchase Paul Quinn’s Tarot for Life and a Radiant rider-Waite Tarot deck prior to class.
Date: Mondays, September 10 - October 15 (no class on 10/8)
Time: 7 - 9 PM
Location: Gardner
Cost: $89

LEARN TO HYPNOTIZE YOURSELF & OTHERS | CRN# 91300
Instructor: Linda Donalds
Discover how hypnosis can benefit you, and how to use it in your personal life – as well as learn how to hypnotize family and friends to help them make positive changes and attain desired goals too! Lecture, demonstration, and supervised practice time.
Date: Tuesdays, October 23 - November 13
Time: 6:30 - 9 PM
Location: Gardner
Cost: $120

PARANORMAL INVESTIGATION | CRN# 91358
Instructor: Melissa Croteau, Investigator
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.
Date: Friday, October 26
Time: 6 - 9 PM
Location: Gardner
Cost: $39

BABYSITTING (AGES 10-13) | CRN# 91314
Instructor: Michelle Mackie
This course along with the helpful book (included) can prepare a baby sitter for some problems that may arise and give alternatives to keep children from vegging in front of the TV.
Date: Fridays, November 2 & 9
Time: 4:30 - 6:30 PM
Location: Gardner
Cost: $59

LEGS ROBOTS (AGES 12-15 YRS) | CRN# 91315
Explore the exciting and challenging world of LEGO Robotics. In this workshop, students will work in pairs, creating and programming a robotic project and build a programmable robot using LEGO® Mindstorms® NXT Robotics.
Date: Saturdays, October 13 - 27
Time: 9 AM - 12 PM
Location: Gardner
Cost: $69

Pre-Teen & Teens

BABYSITTING (AGES 10-13) | CRN# 91314
Instructor: Michelle Mackie
This course along with the helpful book (included) can prepare a baby sitter for some problems that may arise and give alternatives to keep children from vegging in front of the TV.
Date: Fridays, November 2 & 9
Time: 4:30 - 6:30 PM
Location: Gardner
Cost: $59

LEGS ROBOTS (AGES 12-15 YRS) | CRN# 91315
Explore the exciting and challenging world of LEGO Robotics. In this workshop, students will work in pairs, creating and programming a robotic project and build a programmable robot using LEGO® Mindstorms® NXT Robotics.
Date: Saturdays, October 13 - 27
Time: 9 AM - 12 PM
Location: Gardner
Cost: $69
Have you ever dreamed of starting your own business? Being your own boss? Looking to enhance your small business?

MWCC is launching a series of noncredit courses intended for the entrepreneur and small business owners. The courses are intended to help individuals move an idea from initial concept to business launch. The Entrepreneurship Center’s goal is to find business ideas that will make the biggest economic impact in the community, to stimulate new industries, multiply the number of small businesses and create new jobs.

**ENTREPRENEURSHIP: STARTING YOUR OWN HOME-BASED SECOND-INCOME BUSINESS | CRN# 91333**

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.

- **Date:** Wednesday, September 5 & Thursday, September 6
- **Time:** 6 - 8:30 PM
- **Location:** TBD
- **Cost:** $49

**INTRO TO COMPUTERS FOR THE PC - THE VERY BEGINNING | CRN# 91334**

This introductory course will be offered in a relaxed atmosphere for those who are nervous around computers or have zero experience. Topics include computer hardware and software; using the mouse, navigating Windows, creating folders, saving files and browsing the internet. Not for Mac users.

- **Date:** Mondays & Wednesdays, September 10 - 17
- **Time:** 6 - 8 PM
- **Location:** TBD
- **Cost:** $59

**WHAT IS A BUSINESS PLAN? | CRN# 91335 OR 91336**

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.

- **Date:** Tuesday, September 11 or Thursday, October 11
- **Time:** 6 - 9 PM
- **Location:** TBD
- **Cost:** $39

**FROM IDEA TO INCOME | CRN# 91337 OR 91338**

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.

- **Date:** Wednesday, September 12 or Thursday, October 25
- **Time:** 6:30 - 9 PM
- **Location:** TBD
- **Cost:** $59 or FREE

**HOW TO KEEP THE BOOKS | CRN# 91339**

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.

- **Date:** Thursdays, September 13 - 20
- **Time:** 6 - 9 PM
- **Location:** TBD
- **Cost:** $59

Call 978-630-9525 to register today!
DESIGNING ADS AND MARKETING MATERIALS | CRN# 91340 OR 91341
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.

Date: .......................................................... Tuesday, September 18 or Tuesday, December 11
Time: .......................................................... 6 - 9 PM
Location: ...................................................... TBD
Cost: .......................................................... $39

CREATING EFFECTIVE MARKET PLANS & ACHIEVABLE GOALS | CRN# 91342
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.

Date: .......................................................... Tuesdays, September 25 - October 9
Time: .......................................................... 6 - 9 PM
Location: ...................................................... TBD
Cost: .......................................................... $89

INTRO TO COMPUTERS FOR THE PC - NOVICE | CRN# 91343
This course is a continuation of the beginner course as well as for those who have had some experience. Topics include browsers, search engines, setting up free email, ISPs, software programs and maintaining your computer. Basic keyboard knowledge suggested but not required. Not for Mac users.

Date: .......................................................... Monday & Wednesday, November 5 & 7
Time: .......................................................... 6 - 8 PM
Location: ...................................................... TBD
Cost: .......................................................... $59

GENERATING A VIABLE BUSINESS IDEA & BRINGING IT TO MARKET | CRN# 91344
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 competition abilities and successes in your market.

Date: .......................................................... Tuesday & Thursday, October 16 & 18
Time: .......................................................... 6 - 9 PM
Location: ...................................................... TBD
Cost: .......................................................... $59

CUSTOMER SERVICE SKILL BUILDING | CRN# 91345 OR 91346
This course is appropriate for anyone interested in obtaining a job or pursuing a career in retail and other sales-focused industries. By earning the professional certification in customer service candidates can demonstrate their knowledge and skills in work areas that employers value and exhibit commitment to professional growth.

Date: .......................................................... Tuesdays October 16 - November 6 or November 13 - December 4
Time: .......................................................... 6 - 9 PM
Location: ...................................................... TBD
Cost: .......................................................... $199 (includes $80 testing & certification fees)

LEGAL, FINANCIAL & TAX CONSIDERATIONS IN SELECTING BUSINESS FORM
CRN# 91347
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.

Date: .......................................................... Wednesdays, November 7 - 21
Time: .......................................................... 6 - 9 PM
Location: ...................................................... TBD
Cost: .......................................................... $59

Call 978-630-9525 to register today!
TAKING CONTROL: THE BASICS OF FINANCIAL MANAGEMENT FOR THE SMALL BUSINESS OWNER | CRN# 91350
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.

Date: Monday, October 22
Time: 6 - 9 PM
Location: Athol
Cost: $39

INTRO TO WORD 2007/2010 | CRN# 91353
Word is a word processor program used in both personal and professional settings. Learn to create, edit, save and print documents, formatting documents, using toolbars, creating lists, creating labels/envelopes, using the find and replace command and introduction to graphics.

Date: Mondays, November 19 & 26
Time: 6 - 8 PM
Location: TBD
Cost: $59

STARTING YOUR OWN BUSINESS | CRN# 91354
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.

Date: Wednesdays, November 28 - December 19
Time: 6 - 9 PM
Location: TBD
Cost: $119

INTRO TO EXCEL 2007/2010 | CRN# 91355
Excel is spreadsheet software used in both personal and professional settings. It is perfect for lists, budgets and organizing data. Topics include creating, saving and printing workbooks; navigating the program; using menus & toolbars; formatting; merging cells; inserting and deleting columns and rows; inserting graphics; using the find and replace command; and simple formulas.

Date: Thursdays, December 6 & 13
Time: 6 - 8 PM
Location: TBD
Cost: $59

INTERMEDIATE WORD 2007/2010 | CRN# 91356
This course is for those with some Word experience. Topics will include working with tables; graphics, using the mail merge tool; tracking changes, hyperlinks; inserting citations and bibliographies; setting Word options, using and creating templates; and simple macros.

Date: Mondays, December 10 & 17
Time: 6 - 8 PM
Location: TBD
Cost: $59

Call 978-630-9525 to register today!
ED2GO

Ed2Go 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 offerings and registration information go to: ed2go.com/mwcc or call 978-630-9525

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 CSS and XHTML
11. Introduction to Java Programming
12. Introduction to PHP and MySQL
13. Effective Business Writing
14. Computer Skills for the Workplace
15. Introduction to Photoshop CS5
16. Fundamentals of Supervision and Management
17. Introduction to Dreamweaver CS5
18. Administrative Assistant Fundamentals
19. Become a Veterinary Assistant
20. Discover Digital Photography

TRAINING FUNDS AVAILABLE FOR MASSACHUSETTS COMPANIES

Help your business achieve the next level of success - MWCC 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, and manufacturing

Interested? Call 978-630-9575 today!

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.

Monday, August 27 • 12 Noon or 6 PM
Mount Wachusett Community College
444 Green Street, Gardner MA 01440

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.

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 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.

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.

For more information - CareerStep.com/mwcc • 978-630-9575

Call 978-630-9525 to register today!
Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. Then find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing.

**Instructor:** Your instructors are outstanding practitioners who also speak, write, and train others on social networks.

**Certificate option:** You may obtain a certificate in social media when all 3 courses are purchased for $495.

**Location:** Online

**Cost:** $195/course

**Contact:** 978-630-9575

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**INTRODUCTION TO SOCIAL MEDIA**

Learn what social networks are and their role in your business and personal life. Find out the top sites and how businesses are using the sites for communication, customer retention, branding, marketing, market research, needs assessment and serving customers and clients. For anyone interested in social networks. Your instructor is a nationally known speaker, consultant and trainer on social networks and social media.

**Date:** September 4 - September 28

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**MARKETING USING SOCIAL MEDIA**

Develop a two-way communication and marketing strategy for your organization using social networks. Learn quick, easy ways to use Twitter, blogs and LinkedIn to engage your customers or clients and keep them interested in your organization or business. You’ll find out the advantages and disadvantages of each, and learn what’s right for your work and kind of organization. Your instructor is a director of marketing for a national association, and writes and speaks on the topic.

**Date:** October 1 - October 26

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**INTEGRATING SOCIAL MEDIA IN YOUR ORGANIZATION**

Learn how to create your own private social network using Ning, work socially using Google Docs and calendars, and move your web site to an interactive Web 2.0 site. Then your instructor will help you choose which social network tools are right for your situation, and then integrate them into your web site to develop a social networking strategy for your organization.

**Date:** November 5 - November 30
Fall Open House  Saturday October 6, 2012 • 8 AM - 1 PM
Membership specials, tours, prizes and more! Learn about our state-of-the-art equipment, Body Training Systems groups exercise programs, and more!

2012 RACING EVENTS  | For more info visit MWCCMultiSportTeam.org

Multi Sport Team Bike Wachusett
This is a 31, 50 or 101 Mile Bike Ride (not a race) that invites families and friends to get outside for a day of fun riding through area towns. Cyclists will be given maps and will have rest stops along the routes with water and snacks. All registered participants receive a T-shirt and goodie bag!

Date: .................................Sunday, September 16
Time: ..................................8 AM
Location: ...............................Gardner
Cost: ....................................$20 before September 1; $25 after September 1

Multi Sport Team 5K Run/Walk & Kids Fun Run
You can run or walk, compete or exercise at this fun day with family and friends! The 5K Run/Walk starts at 9AM on the beautiful campus of MWCC and is a scenic loop that includes the bike path! At 11AM the Kids Fun Run will be held at the 1/4 mile track on the college campus. Kids ages 3+ can complete up to one mile and will receive a prize for each lap finished. This non-competitive event will include music, face painting and more! Free shirt & goodie bag!

Date: .................................Saturday, October 6
Time: ..................................9 AM - 1 PM
Location: ...............................Gardner
Cost: .............................5K Run/Walk - $20 before October 1; $25 after October 1
                                   Kids’ Fun Run - $5 before October 1; $10 after October 1

ULTIMATE PERFORMANCE
Looking for an extra push or improve your game? These high energy classes will be a combination of cardio conditioning, functional strength training and core work done in a circuit. Participants will train at their own pace and take their conditioning, performance and energy to another level.

Orientation Week: ..................September 10-15
Program Date: ...........................September 17 - December 8
Time: ..................................Call 978-630-9212 for schedule
Location: ...............................Gardner Fitness & Wellness Center
12 Weeks: ................................1X/wk. $180.00 ($60/mo.); 2X/wk. $300.00 ($100/mo.); 3X/wk. $360.00 ($120/mo.)

AMERICAN RED CROSS SWIM LESSONS

Fall A
Registration begins: .................August 20
Date: ..................................September 8 – October 20
Location: .................................Gardner
Cost: ....................................$36 member; $48 non-member

Fall B
Registration begins: .................October 17
Date: ..................................October 31 – December 15
Location: .................................Gardner
Cost: ....................................$36 member; $48 non-member

MASTERS SWIM PROGRAM  For more information e-mail: d_graham@mwcc.mass.edu
The Greenwood Masters swim team, coached by MWCC Aquatics Director and Certified Masters Coach David Graham meets 5 to 6 times per week. Two coached workouts are available Monday evenings and Wednesday mornings. This program requires membership in the facility and is appropriate for all levels of adult swimmers, from competitive swimmers to tri-athletes to those interested in improving their technique.
SERVSAFE | CRN# 91261
Instructor: Dan Zunitch
Certification in food safety and sanitation is required for all MA restaurants. ServSafe gives knowledge and tools to understand the critical importance of food safety. Concepts include: sanitation, food borne illness, food safety, preventing cross-contamination, flow of food through the operation, and more. The 1-hour exam is administered at the end of class. Upon passing, participants receive ServSafe certification valid for 5 years.
Date: Wednesday, October 10
Time: 9 - 5 PM
Location: Gardner
Cost: $169 (material included)

SERVSAFE - REVIEW & RECERTIFICATION | CRN# 91323
Instructor: Dan Zunitch
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. A 2-hour review of key components of ServSafe materials, followed by a 1-hour exam. Students may purchase the ServSafe Essentials textbook in the bookstore, but it is not required. Study guide/practice exams provided prior to class; bring completed practice exams to class.
Date: Wednesday, October 17
Time: 5 - 8 PM
Location: Gardner
Cost: $89

PSAT/NMSQT | CRN# 91267
Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test
This test is a program co-sponsored by the College Board and National Merit Scholarship Corporation (NMSC). It's a standardized test that provides firsthand practice for the SAT®. It also gives you a chance as a junior to enter NMSC scholarship programs and for all to gain access to college and career planning tools. The PSAT/NMSQT measures: critical reading skills, math problem-solving skills, writing skills.
Date: Saturdays, September 8 - 29
Time: 9 - 12 PM
Location: Gardner
Cost: $125

SAT PREPARATION (MATH & ENGLISH) | CRN# 91268
The SAT Reasoning Test contains new content and new types of questions in writing, math, and critical reasoning.
Date: Saturdays, October 13 - 27
Time: 8 - 12 PM
Location: Gardner
Cost: $125

Call 978-630-9525 to register today!
PREP FOR THE GENERAL CURRICULUM MATHEMATICS SUBTEST
of the MA Test for Educator Licensure (MTEL)
CRN# 91319
Instructor: Douglas Stather

Under Massachusetts law, all candidates for initial licensure as an educator must meet several requirements, including passing the mathematics subtest of the General Curriculum Test. This course will refresh test-taking skills, including decimals, fractions, percentages, basic geometry, basic algebra, simple number theory, probability and statistics.

Date:..........................Tuesdays & Thursdays, September 4 – 27
Time:............................6 - 9 PM
Location:........................Gardner
Cost:............................$208 (materials included)

CLST - PREP FOR COMMUNICATION AND LITERACY SKILLS TEST
portion of the MA Test for Educator Licensure (MTEL) | CRN# 91320
Instructor: Bob Mayer

Massachusetts 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 4-year early childhood or elementary education program.

Date:..........................Tuesday, Wednesday & Thursday, August 28-30
Time:............................6 - 9 PM
Location:........................Gardner
Cost:............................$139 (materials included)

MATH FOR K-2 EDUCATORS | CRN# 91322
Instructor: Denise Dayton, M.S., M.Ed.

Learn to use games, songs, and activities to reinforce and enrich your math curriculum. Morning Meeting Math takes a few minutes at the beginning of the school day, energizing your students and setting the tone for learning for the whole day. During the workshop, you’ll sing, play games, solve problems and complete hands-on activities. Classroom teachers, special educators, home school teachers, and paraprofessionals are welcome. You’ll leave with ideas and resources you can put to use immediately.

Date:..........................Wednesday, November 7
Time:............................6:30 - 8 PM
Location:........................Gardner
Cost:............................$29

Have an idea for a class or interested in teaching?
Contact us with your ideas today!
978-630-9525
GED Testing

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 non-refundable.

Age Requirements
Students must be at least 16 years of age to register. Students under age 18 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. 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.

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.

Gardner | Pamela Dempsey-O’Connell
978-630-9259 | pdempsey-oconnell@mwcc.mass.edu

Leominster | Russell Hayes
978-534-1563 | rhayes@mwcc.mass.edu

Fitchburg | Kathleen Russell
978-665-3433 | kruessel@mwcc.mass.edu

NOTE: All GED testing registration must be done at the Gardner Campus. Call for the Regional GED Test Center schedule or to schedule a GED registration appointment.

<table>
<thead>
<tr>
<th>English Registration Date</th>
<th>Testing Dates</th>
<th>Testing Times</th>
<th>Location</th>
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<tbody>
<tr>
<td>Wednesday, September 12, 2012 - By appointment</td>
<td>Mon., Sept. 24 Wed., Sept. 26</td>
<td>3:30-8:00PM 3:30-8:00PM</td>
<td>Gardner- North Cafe</td>
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<tr>
<td>Wednesday, October 10, 2012 - By appointment</td>
<td>Mon., Oct. 22 Wed., Oct. 24</td>
<td>3:30-8:00PM 3:30-8:00PM</td>
<td>Gardner- North Cafe</td>
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<td>Monday, October 29, 2012 - By appointment</td>
<td>Mon., Nov. 26 Wed., Nov. 28</td>
<td>3:30-8:00PM 3:30-8:00PM</td>
<td>Gardner- North Cafe</td>
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<tr>
<td>Wednesday, December 5, 2012 - By appointment</td>
<td>Mon., Dec. 17 Wed., Dec. 19</td>
<td>3:30-8:00PM 3:30-8:00PM</td>
<td>Gardner- North Cafe</td>
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<tr>
<th>Examen de GED en Español Registrar</th>
<th>Feche de Examen</th>
<th>Tiempo</th>
<th>Localizacion</th>
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<tbody>
<tr>
<td>12, de septiembre - llame para una cita</td>
<td>lunes, 24 de septiembre miércoles, 26 de septiembre</td>
<td>3:30-8:00PM 3:30-8:00PM</td>
<td>Leominister Campus 3rd Floor</td>
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<tr>
<td>29, de octobre - llame para una cita</td>
<td>lunes, 26 de noviembre miércoles, 28 de noviembre</td>
<td>3:30-8:00PM 3:30-8:00PM</td>
<td>Leominister Campus 3rd Floor</td>
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Call 978-630-9525 to register today!
To register for Fitness & Wellness Center programs, call 978-630-9212.

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<thead>
<tr>
<th>CRN#</th>
<th>COURSE TITLE</th>
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TOTAL: ____________________

Registration questions? Call Life Long Learning 978-630-9525 TTY: 978-632-4916
Mail: MWCC, 444 Green Street, Gardner, MA 01440; attn: Life Long Learning
Noncredit Classes Fall 2012

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

mwc.edu/noncredit
Manchester, NH 03103-1000

444 Green Street

Mount Wachusett Community College