Noncredit Courses

SPRING 2013

What's Inside:

- NEW classes added!
- Entrepreneurship center
- Online courses
- Skill building courses
- Health & fitness
- Teen business prep
- 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 Lifelong 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 978-630-9157 with credit card information
Walk-in  
  Stop by the Gardner, Leominster, or Devens Campus

Note: Payment is required at the time of registration, and is not complete until transacted/confirmed by MWCC.

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 Noncredit 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
Registration Information ................................................................. 2
Business & Career ............................................................................ 4-6
Personal Interest ........................................................................... 7-11
Entrepreneurship & Enrichment Center ........................................ 12-14
Social Media Courses & Certificates ............................................. 15
OSHA Safety & Health .................................................................. 16-17
Online Training ............................................................................. 18
Test Prep ....................................................................................... 19
Fitness & Wellness Center .............................................................. 20-21
GED Testing .................................................................................. 22
Registration Form .......................................................................... 23

LOCATIONS

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

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

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

North Quabbin
North Quabbin Entrepreneurship
and Enrichment Center
100 Main Street, Athol, MA 01331
978-630-9525

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# 10015
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: ................................Tuesday, February 19
Time: .................................6:30 - 8 PM
Location: ...............................Gardner
Cost: ........................................$29

iPad FOR TEACHERS | CRN# 10016
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.

Date: ......................................Tuesday, February 26
Time: .....................................6:30 - 8:00 PM
Location: ...............................Gardner
Cost: .......................................$29

MAKING MUSIC WITH YOUR iPad | CRN# 10025
If you’ve never used GarageBand, it’s time to get in on the fun! Learn to make music using your iPad and this versatile app. You’ll get the most from this class if you bring your iPad, but it is not required.

Date: ......................................Tuesday, April 9
Time: .....................................6:30 - 8:00 PM
Location: ...............................Gardner
Cost: .......................................$29

iPADS AND PHOTOGRAPHY | CRN# 10026
Learn about a variety of apps to make the most of picture taking and editing. The class is geared toward beginning iPad users. You’ll get the most from this class if you bring your iPad, but it is not required.

Date: ......................................Wednesday, April 10
Time: .....................................6:30 - 8:00 PM
Location: ...............................Gardner
Cost: .......................................$29

INTRO TO COMPUTERS - THE VERY BEGINNING
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.

Option A - CRN# 10040: Tuesday & Thursday, February 19 & 21
Option B - CRN# 14508: Monday & Wednesday, April 22 & 24
Time: .........................6 - 8 PM  Cost: ........................................$59
Location: ...............................Gardner

INTRO TO COMPUTERS FOR THE PC - NOVICE
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.

Option A - CRN# 10041: Tuesday & Thursday, February 26 & 28
Option B - CRN# 14509: Monday & Wednesday, April 29 & May 1
Time: .........................6 - 8 PM  Cost: ........................................$59
Location: ...............................Gardner

INTRO TO WORD 2010
Word is a word processor program used in both personal and professional settings. Learn to create, edit, save and print documents; format documents; use toolbars; create lists, create labels/envelopes; use the find and replace command; and an introduction to graphics.

Option A - CRN# 10042: Tuesday & Thursday, March 5 & 7
Option B - CRN# 14510: Monday & Wednesday, May 6 & 8
Time: .................................6 - 8 PM
Cost: .......................................$59
Location: ...............................Gardner

Call 978-630-9525 to register today!
INTERMEDIATE WORD 2010
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.

Option A - CRN# 10043: Tuesday & Thursday, March 12 & 14  Time:......... Option A: 6 - 8 PM
Option B - CRN# 14512: Monday & Wednesday, May 13 & 15  Time:......... Option B: 4 - 6 PM
Cost:.............. $59  Location: ............... Gardner

INTRO TO EXCEL 2010
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.

Option A - CRN# 10044: Tuesday & Thursday, March 5 & 7  Time:......... Option A: 4 - 6 PM
Option B - CRN# 14511: Monday & Wednesday, May 6 & 8  Time:......... Option B: 6 - 8 PM
Cost:.............. $59  Location: ............... Gardner

INTERMEDIATE 2010 EXCEL
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.

Option A - CRN# 10045: Tuesday & Thursday, March 12 & 14  Time:......... Option A: 4 - 6 PM
Option B - CRN# 14513: Monday & Wednesday, May 13 & 15  Time:......... Option B: 6 - 8 PM
Cost:.............. $59  Location: ............... Gardner

INTRO TO ACCESS 2010 | CRN# 10046
Microsoft Access is a database management system that allows you to enter, store and query records. Topics will include designing tables; determining data types; primary keys; formats; using the query wizard; creating simple queries; make table queries; appending queries; updating queries and importing & exporting data.

Date:.......................................Tuesday & Thursday, March 26 & 28  Location: ............... Gardner
Time:.....................................6 - 8 PM  Cost:.....................................$59

INTERMEDIATE ACCESS 2010 | CRN# 10047
This course is a continuation of the introductory course. Topics will include relationships, creating join queries, designing and using forms; and sub forms, creating switchboards; and generating reports. Students must have experience with building tables and simple queries.

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

INTRO TO MICROSOFT PUBLISHER 2010 | CRN# 14505
Publisher is publication software that allows you to create an array of publications and marketing materials without having graphic design experience. In this class, we will focus on one-page flyers, newsletters, advertisements, calendars & business cards.

Date:.......................................Tuesday & Thursday, March 26 & 28  Location: ............... Gardner
Time:.....................................4 - 6 PM  Cost:.....................................$59

INTERMEDIATE MICROSOFT PUBLISHER 2010 | CRN# 14507
This class is a continuation of the introductory class. We will focus on creating multi-page documents such as brochures, greeting cards, banners, and more.

Date:.......................................Tuesday & Thursday, April 2 & 4  Location: ............... Gardner
Time:.....................................4 - 6 PM  Cost:.....................................$59
WEBSITE FUNDAMENTALS FOR PHOTOSHOP/DREAMWEAVER | CRN# 10059
Students gain an overview of two of the most commonly utilized website-building software programs, Adobe Photoshop and Macromedia Dreamweaver. Web theory, navigation, viewer interactivity and Internet fundamentals will be explored. No computer or software prerequisites. Individual websites will be produced by participants.

Date:...................................Thursdays, April 4 - May 9
Time: ..................................6:30 - 9 PM
Location:.................................Gardner
Cost:................................. $179

INCREASE WEB TRAFFIC | CRN# 10058
If your business sells or has a service, or you want to increase hits to your personal website, let us show you how.

Date:...................................Wednesdays, March 27 - April 10
Time: ..................................6:30 - 9 PM
Location:.................................Gardner
Cost:................................. $99

VIDEO GAME MAKING | CRN# 13959
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, March 28 – April 25
Time: ..................................6:30 - 8:30 PM
Location:.................................Gardner
Cost:..............$129 (book included)

HOW TO IMPROVE YOUR PHOTO COMPOSITIONS | CRN# 10014
You will learn how to break out of the old ways and try some new techniques guaranteed to add pizzazz to your photographs. You will learn how to improve your photographic compositions by using: Shape, form, patterns, and texture to improve your pictures; color in your photographs to add impact; unusual perspectives; light to make unique photographs; and much more! There will be one field trip on a Saturday.

Date:...................................Wednesdays, January 30 - March 6
Time: ..................................6:30 - 9:30 PM
Location: .........................Gardner
Cost:................................. $139

OUTDOOR/NATURE PHOTOGRAPHY | CRN# 10023
In this class, you will learn how to take photographs of landscapes, insects, birds, flowers, and other outdoor subjects. Three field trips to places in the North Quabbin region will provide you with an opportunity to photograph with the instructor who will help you with your photography in the field and answer your questions.

Date:...................................Wednesdays, March 27 – May 8
Time: ..................................6:30 - 9:30 PM
Location: .........................Gardner
Cost:................................. $169

ORIGINAL PHOTOSHOP COMPOSITIONS, FOR ALL OCCASIONS | CRN# 10057
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, March 6 - 20
Time: ..................................6:30 - 9 PM
Location: .........................Gardner
Cost:................................. $99

Call 978-630-9525 to register today!
**STRUM-ALONG ON THE UKULELE | CRN# 10009**
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.

**Date:** Mondays, Feb. 4 – Mar. 25 (no class 2/18)
**Time:** 6:30 - 8 PM
**Location:** Gardner
**Cost:** $119

**UKULELE WORKOUT | CRN# 10010**
Your uke’s tiny and a cutie, but you can make real music with it—and this class will help you ratchet your skills to the next level. Requirements: basic chords, and ability to transition between them.

**Date:** Mondays, April 1 – May 13 (no class 4/15)
**Time:** 6:30 - 8 PM
**Location:** Gardner
**Cost:** $119

**SURVIVING AS A SELF-TAUGHT MUSICIAN | CRN# 10055**
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, February 6 - 27
**Time:** 6 - 8 PM
**Location:** Gardner
**Cost:** $69

**BEGINNING FLUTE | CRN# 10060**
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:** Tuesdays, January 22 – February 12
**Time:** 5:30 - 7 PM
**Location:** Gardner
**Cost:** $69

**INSTANT PIANO | CRN# 10029**
This is the follow-up to the “Instant Piano” from the fall semester’s class and is open to anyone who has a basic understanding of chords. Prior experience with chords recommended.

**Date:** Monday, May 6
**Time:** 6 - 9 PM
**Location:** Gardner
**Cost:** $89 (materials included)

Call 978-630-9525 to register today!
KNIT A SPRING BERET I CRN# 10019
Even if you’ve never knitted anything before, you can learn how to use basic stitches and circular and double-pointed needles to make a stylish hat to wear this spring. Pattern and materials provided to you.

Date:...............................Mondays, March 4 & 11
Time:...............................6:30 - 8 PM
Location:............................Gardner
Cost:.................................$49

LEARN TO CROCHET I CRN# 10049
You will learn to read basic patterns and review single and double crochet stitch. Learn tricks for keeping count of the rows, stitches and how to hold the yarn and hook. At the end, you will be able to make a scarf, granny square and snowflake.

Bring 2 skeins of yarn; scissors, and assorted size crochet hooks.

Date:...............................Mondays, Jan. 28 - Feb. 11, 25, March 4, & 11
Time:...............................6 - 8 PM
Location:............................Gardner
Cost:.................................$79

INTRO TO STAND UP COMEDY I CRN# 10022
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:...............................Tuesdays, March 5 - April 2 (no class on 3/19)
Time:...............................7 - 9 PM
Location:............................Gardner
Cost:.................................$79

CALLIGRAPHY - INTRO I CRN# 10053
An introductory course for those who want to learn the beginning steps of 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 which pens, nibs, papers, and inks are best for each style you choose. A variety of styles will be discussed and demonstrated.

Date:...............................Wednesdays, February 6 - 27
Time:...............................5 - 6 PM
Location:............................Gardner
Cost:.................................$49

CALLIGRAPHY - INTERMEDIATE I CRN# 10052
A contemporary definition of the calligraphic practice is “the art of giving form to signs in an expressive, harmonious and skillful manner.” You will continue to learn the technical skills, speed, and materials.

Date:...............................Wednesdays, March 27 – April 17
Time:...............................5 - 6 PM
Location:............................Gardner
Cost:.................................$49

BLOCK PRINT WORKSHOP I CRN# 10054
A block print is a piece of printed material made using the block printing technique. In block printing, the printer carves the design to be printed into a solid block, much like a stamp. The design can include text or be purely visual, and the block can be applied to paper or textiles. Block printing is an ancient printing technique, and numerous examples of historical block prints can be found in the historical records of Europe and Asia.

Date:...............................Saturdays, May 11 & 18
Time:...............................9 AM - 12 NOON
Location:............................Gardner
Cost:.................................$69

PAINTING FLOWERS I CRN# 10018
This noncredit course is designed for people who are new to watercolor painting. Think spring by learning to paint a variety of flowers! Paint and supplies will be provided. You will need to bring your own watercolor brushes (#6 and/or #8 round and a liner brush).

Date:...............................Thursdays, February 28 - March 14
Time:...............................6:30 - 8 PM
Location:............................Gardner
Cost:.................................$59

TOLE PAINTING – SPRING BIRDHOUSE I CRN# 10024
If you can hold a paintbrush, you can learn to do tole painting. Embellish a birdhouse to use in your yard this spring or as a home décor item. Bring your own brushes ( #6 and #8 rounds, ¼ inch and ½ inch flats, and a liner brush).

Date:...............................Mondays, April 1 & 8
Time:...............................6:30 - 8 PM
Location:............................Gardner
Cost:.................................$59
### Designing Ads, Networking and Banking

<table>
<thead>
<tr>
<th>Time</th>
<th>Cost</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30 - 8:30 PM</td>
<td>$19</td>
<td>Gardner</td>
</tr>
</tbody>
</table>

**Designing Ads** - learn to prepare your own ad materials. Designing basic materials to make a difference between your pieces being seen by your customers instead of your competitors.

**Option A** - CRN# 14321: Tuesday, February 19  
**Option B** - CRN# 14322: Tuesday, April 16

**Networking** is still the best way to market your business, increase your presence, and grow your contacts. Come to this workshop to learn how to network like a pro. The focus will be on traditional face-to-face networking events and social media opportunities.

**Option A** - CRN# 14323: Wednesday, February 20  
**Option B** - CRN# 14324: Wednesday, April 17

**The Banking Information** session will teach you key differences between a personal checking account and a business checking account, some of which may prompt you to consider separate accounts. This will make it simpler to manage your finances.

**Option A** - CRN# 14325: Thursday, February 21  
**Option B** - CRN# 14326: Thursday, April 18

**Package Deals**  
All three classes in February - CRN# 14327: $49  
All three classes in April - CRN# 14328: $49

### Babysitting

Designed for young people ages 11 - 16, the Babysitter’s Training full day course will help you:

- Interview for a babysitting job  
- Perform basic first aid  
- Handle bedtime and behavior issues  
- Girl Scouts® can earn a badge, by covering all required material  
- Choose safe and age-appropriate toys and games  
- Learn diapering and feeding techniques  
- Learn tips for having a safe babysitting experience

**Option A** - CRN# 14329: Saturday, February 23  
**Option B** - CRN# 14330: Saturday, May 4  
**Time/Location:** 9 AM - 3 PM / Gardner  
**Cost:** $35 (bring bag lunch)

---

**Did you know? MWCC also offers credit art classes!**  
For more info, contact Admissions at 978-630-9110

---

**Free College Day**  
Saturday, April 13 • 9 AM - 4PM  
Join us for a day of fun and informative workshops and demonstrations on a variety of topics. Learn more about:  
MWCC academic programs - Noncredit courses – Summer camp programs
Writing

SCREENWRITING | CRN# 10036
You’ll learn the fundamentals of screenwriting: character development, plot development, structure, conflict, and dialogue—all in exercises that are simple and fun, and, best of all, manageable with limited writing time.

Date: December 1, 2023 - January 26, 2024
Time: 6:30 - 8:30 PM
Location: Gardner
Cost: $119

WRITE YOUR LIFE | CRN# 10011
Participants will learn how to write memoir through weekly writing exercises, homework, and instruction. Those who wish will read their work for constructive critique from their classmates. Participants will write at least one short memoir, which will be included in a class publication (cost included).

Date: January 28, 2024 - April 8, 2024 (no class 2/18 & 3/18)
Time: 6:30 - 8:30 PM
Location: Gardner
Cost: $179

SPEAK UP! | CRN# 10017
Do your great ideas go unnoticed because you have difficulty speaking in public? In the fun and relaxed atmosphere of this class, you’ll learn some techniques to build the confidence you need to speak effectively to groups of people.

Date: Wednesday, February 27
Time: 6:30 - 8 PM
Location: Gardner
Cost: $29

GRANTWRITING BASICS | CRN# 10021
Looking for funds for your classroom, nonprofit or small business? Learn how to write letters of inquiry, proposals, and grant applications and you may be more successful in getting the money you need.

Date: Wednesday, March 6
Time: 6:30 - 8 PM
Location: Gardner
Cost: $39

HOW TO WRITE A BUSINESS PLAN FOR FAMILY CHILD CARE PROVIDERS | CRN# 14004
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: April 6 & 13
Time: 6:30 - 8 PM
Location: Gardner
Cost: $65

Cooking

QUICK AND EASY HOME MADE DESSERTS | CRN# 13970
You can make quick, easy desserts for those last minute party plans, kids school parties, or just to feed the family.

Date: Monday, March 11
Time: 6:30 - 8:30 PM
Location: Gardner
Cost: $49

SUSHI MONDAY | CRN# 13968
Learn the proper knife techniques when making sushi and of course how to roll the perfect sushi roll.

Date: Monday, April 8
Time: 6:30 - 8:30 PM
Location: Gardner
Cost: $49

LOW CARB TASTY MEALS | CRN# 13969
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, April 22
Time: 6:30 - 8:30 PM
Location: Gardner
Cost: $49
PAST LIFE REGRESSION | CRN# 13967
This popular course will help you to recall your past lives. No firm belief in past lives or reincarnation is necessary.

Date:...................................Tuesday, April 2
Time:....................................6:30 - 9:30 PM
Location:.................................Gardner
Cost:.....................................$49

INTRO TO TAROT CARDS | CRN# 13956
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, March 4 - April 1
Time:....................................7 - 9 PM
Location:.................................Gardner
Cost:.....................................$89

REIKI I | CRN# 13957
Reiki is a gentle, yet powerful “laying on of hands” healing technique. Reiki I focuses on healing the physical body and by the end of this course, you will be able to give Reiki to yourself, family, friends, and even your pets. Required text: “Essential Reiki: A Complete Guide to an Ancient Healing Art” by Diane Stein.

Date:...................................Mondays, April 8 & 15
Time:....................................7 - 9 PM
Location:.................................Gardner
Cost:.....................................$59

PARANORMAL INVESTIGATION | CRN# 10013
A LIVE investigation will give you “hands-on” learning as we will begin by studying the different types of paranormal activities. Learn to use the investigating equipment and process our findings. We will go to the Westminster Village Inn for a light dinner and an overnight investigative visit to record and then process the aftermath of our investigation. Details to follow registration for class. Participants must be 18 years or older.

Date:...................................Friday, April 5
Time:....................................5 PM - 4 AM
Location:.................................Westminster Village Inn
Cost:.................................$169 (all inclusive)

LIVING THE FENG SHUI WAY | CRN# 10032
You will learn the basic principles of Feng Shui. You will explore the 9 life areas of feng shui, how to release feelings that hold you back, and how to design an environment that mirrors your ideal life!

Date:...................................Thursday, March 28
Time:.....................................6:30 - 8:30 PM
Location:.................................Gardner
Cost:.................................$39

LEARN HOW TO HYPNOTIZE YOURSELF & OTHERS | CRN# 13958
Are you curious about hypnosis? Come find out more about this fascinating subject, and how it has the incredible capability to help people with a wide range of issues. 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!

Date:...................................Wednesdays, March 6 – April 3
(no class 3/20)
Time:....................................7 - 9 PM
Location:.................................Gardner
Cost:.................................$79

Call 978-630-9525 to register today!
The Millers River Environmental Center is a regional hub for many nonprofit organizations and their activities — notably the Athol Bird & Nature Club, which manages the center and its natural history collection, holds meetings featuring members or outside speakers, offers field trips all over southern New England, hosts intensive workshops and institutes on specific natural history topics, and organizes regional biological inventories, including biodiversity surveys, bird counts, and butterfly and dragonfly records. Other organizations that call the Center home include the Millers River Watershed Council, the Millers River Greenway Association, the Friends of the A. E. Rich Environmental Park, the North Quabbin Garden Club, the North Quabbin Trails Association, the Trustees of Reservations and Mount Grace Land Conservation Trust.

**INTRODUCTION TO A CAREER IN PRIVATE INVESTIGATION | CRN# 14539**
This course can help Legal Studies students who would like to further their background in the investigation end of the legal field. Students will evaluate critically hypothetical cases; develop historical understanding regarding investigation in MA and the US; and develop the ability to communicate effectively through practical analysis. Upon successful completion of course, students will receive a certificate of completion for their professional portfolio.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Location: Athol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesdays, January 30 - April 3</td>
<td>Athol</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time:</th>
<th>Cost: $449 (includes materials)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30 - 9:30 PM</td>
<td>$449 (includes materials)</td>
</tr>
</tbody>
</table>

**THE SHRM LEARNING SYSTEM COURSE | CRN# 13971**
Senior Professional in Human Resources (SPHR) certification examinations administered by the HR Certification Institute. This new program uses the SHRM® Learning System, which is updated with current HR policies and legislation. As a professional development tool, the Learning System can increase a participant’s knowledge of the field of human resources and provide current reference of HR practices. As a certification preparation tool, the Learning System has a measurable track record of success for those qualified to sit for the exam.

This course is offered in partnership with the Society for Human Resource Management (SHRM). The course investment includes all course materials but does not cover registration for the PHR or SPHR examinations.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Location: NQE²C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturdays, January 26 - March 2</td>
<td>Athol</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time:</th>
<th>Cost: $1,200 (includes materials)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 AM - 3 PM</td>
<td>$1,200 (includes materials)</td>
</tr>
</tbody>
</table>

**WHAT IS A BUSINESS PLAN? | CRN# 13982**
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.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Location: Athol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, March 28</td>
<td>Athol</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time:</th>
<th>Cost: $39</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30 – 9 PM</td>
<td>$39</td>
</tr>
</tbody>
</table>

**FROM IDEA TO INCOME | CRN# 13983**
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 get your questions answered by small business experts.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Location: Athol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, April 4</td>
<td>Athol</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time:</th>
<th>Cost: $39</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30 – 9 PM</td>
<td>$39</td>
</tr>
</tbody>
</table>

**STARTING YOUR OWN HOME-BASED, SECOND-INCOME BUSINESS | CRN# 13984**
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.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Location: Athol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesdays, April 17 &amp; 24</td>
<td>Athol</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time:</th>
<th>Cost: $49</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 – 8:30 PM</td>
<td>$49</td>
</tr>
</tbody>
</table>

Call 978-630-9525 to register today!
STARTING YOUR OWN BUSINESS | CRN# 13985
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: ...........................................Mondays, April 8, 15, 22, & 29
Time: ...........................................6 – 9 PM
Location: .....................................Athol
Cost: .............................................$119

WRITING YOUR BUSINESS PLAN FOR LOAN & INVESTMENT OPTIONS
CRN# 13986
This program is 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. Participants will develop a comprehensive business plan during the course to act as the road map for future growth.

Date: ...........................................Thursdays, February 7 - April 11
Time: ...........................................6:00 – 9:00 PM
Location: .....................................Athol
Cost: .............................................$249

HOW TO KEEP THE BOOKS | CRN# 13987
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: ...........................................Mondays, May 6 & 13
Time: ...........................................6 – 9 PM
Location: .....................................Athol
Cost: .............................................$49

GENERATING A VIABLE BUSINESS IDEA AND BRINGING IT TO MARKET
CRN# 13988
Business ideas come from many sources—interest, hobbies, volunteer experience, leisure activity. We will help to identify what your customer wants and determine how you can satisfy those needs, as well as examine your competitors’ 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.

Date: ...........................................Thursdays, May 2 & 9
Time: ...........................................6 – 9 PM
Location: .....................................Athol
Cost: .............................................$55
MOMMY AND ME CAKE DECORATING | CRN# 13972
Mother (or Father) and child will have fun using icing, candies, small toys, and sprinkles to create a masterpiece. Any outing that includes creativity and lots of frosting is one that most kids are going to love. Parents are required to bring in a cake and an assortment of small toys or characters for their cakes.

Date:..........................................Saturday, February 9
Time:.......................................9 AM - 12 PM
Location:........................................Athol
Cost:............................................$49 (per pair)

ARTISAN BREAD BAKING FOR BEGINNERS | CRN# 13973
Using the straight dough method, we will be making Italian foccacia bread enriched with fruity olive oil, sea salt, and fresh rosemary. If that isn’t enough, we will make homemade bread sticks flavored with toppings of fresh parmesan cheeses and herbs, perfect for snacking or serving with soup. For a sweet treat, we will create cinnamon raisin rolls.

Date:..........................................Monday, January 28
Time:.......................................6:30 - 9:30 PM
Location:........................................Athol
Cost:............................................$49

BREAD AND ROLL MAKING | CRN# 13974
Students will learn how to make beautiful Italian Scali Bread, a Vienna loaf, a French loaf, and several different types of rolls. Learn the secrets of working with yeast and bring home some hot bread. Students should wear short sleeves, bring an apron, and prepare to have fun. Please bring a 10 inch bowl, measuring cups and spoons, and a large stainless steel spoon. (demo/hands-on)

Date:..........................................Monday, February 4
Time:.......................................6:30 - 9:30 PM
Location:........................................Athol
Cost:............................................$49

SOFT CHEESE MAKING FOR BEGINNERS | CRN# 13975
Students will be surprised how easy it is to make homemade soft cheese and dairy products from store bought milk. Recipes will include: mascarpone, crème fraiche, yogurt, butter, ricotta and mozzarella. Each student will make their own mozzarella in class and take it home to enjoy.

Date:..........................................Thursday, April 18
Time:.......................................6:30 - 9:30 PM
Location:........................................Athol
Cost:............................................$49 ($15 food fee included)

CHOCOLATE & TRUFFLES-GIFTS FROM THE KITCHEN | CRN# 13978
In this totally hands-on class, make an assortment of painted, marbled, and dipped truffles and chocolates, as well as filled candies. Learn to wrap, box, and display your wonderful treats to take home or share with your family or friends.
NOTE: Be sure to bring an apron to class.

Date:..........................................Monday, March 4
Time:.......................................6:30 - 9:30 PM
Location:........................................Athol
Cost:............................................$49 ($15 food fee included)

BASICS OF WINE TASTING
Learn interesting facts about the grape varietals, wine making techniques, the wine regions, and information on where to purchase them locally. Don’t miss this wonderful opportunity to have a fun evening with other wine lovers, learn more about wine, and find some new wines that will please your palate. Positive IDs will be required.

Option A (White Wines) - CRN# 14519: Monday, January 28
Option B (Red Wines) - CRN# 14520: Monday, February 25

Time:.................................6 - 8 PM  Cost:..................$25
Location:.......................................Clamber Hill, Petersham MA

WINE & FOOD-THE PERFECT PAIR | CRN# 13979
The European tradition of serving wine with meals was not accidental, but the result of acknowledging the synergy of wine and food both tasting better when served together. A 4-course gourmet meal will be paired with wines from the Clamber Hill Wine List.

Date:..........................................Monday, March 18
Time:.......................................6 - 8 PM
Location:.......................................Clamber Hill, Petersham MA
Cost:............................................$69 (includes wine & meal)

EGGS 5 WAYS | CRN# 14521
Eggs aren’t just for breakfast anymore. Learn 5 different ways to cook eggs that are fancy enough to serve to your guests. Do you know how long to keep an egg out prior to cooking? We will experiment by adding different things to your eggs including herbs, cheese or even seafood.

Date:..........................................Monday, March 25
Time:.......................................6 - 8 PM
Location:........................................Athol
Cost:.................................$49 (food included)
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
$495 - all 3 courses as a certificate
Contact: 978-630-9575

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. Suited for anyone interested in social networks.

Date: February 4 - March 1

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.

Date: March 4 - March 29

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 website to an interactive Web 2.0 site. Your instructor will help you choose which social network tools are right for your situation, and then integrate them into your website to develop a social networking strategy for your organization.

Date: April 1 - April 26

HOW TO SUCCESSFULLY INCORPORATE SOCIAL MEDIA INTO AN EFFECTIVE MARKETING PLAN
This course is a no-nonsense exploration that will clarify how to use social networking sites, blogging, email marketing, and search engine optimization (SEO) in an effective way. The course will survey the top social media sites and cover best practices that have been time-tested by professionals. We will dip our toe into the waters of determining return on investment (ROI) and utilizing metrics for success. Join us for tangible lessons and actionable recommendations taught by an in-the-trenches new media marketer and consultant with many years of tactical experience with these tools and techniques.

Option A - CRN# 13962
Date: Wednesdays, March 27 - April 10
Time: 5 – 7 PM
Location: Gardner
Cost: $69

Option B - CRN# 13963
Date: Wednesdays, April 24 - May 8
Time: 5 – 7 PM
Location: Gardner
Cost: $69

Call 978-630-9525 to register today!
NEW! OSHA SAFETY AND HEALTH COURSES

MWCC is excited to announce a new training partnership with the OSHA Training Institute Education Center of New England. Classes start at 8:30 AM and end at 4:30 PM unless otherwise noted in your confirmation. Half-day courses begin at 1 PM. For detailed course descriptions and prerequisite info, visit mwcc.edu/wf/osha or call 978-630-9525 to request a brochure.

OSHA OUTREACH COURSES

500 Trainer Course In Osha Standards For Construction
Date: January 15 - 18  Location: Springfield, MA  Cost: $862.88
Date: March 11 - 14  Location: Wethersfield, CT  Cost: $862.88

501 Trainer Course in OSHA Standards for General Industry
Date: January 14 - 17  Location: Agawam, MA  Cost: $862.88
Date: February 12 - 15  Location: Warwick, RI  Cost: $862.88
Date: March 18 - 21  Location: Hartford, CT  Cost: $862.88

502 Update for Construction Industry Outreach Trainers
Date: January 28 - 30  Location: Manchester, NH  Cost: $765.38
Date: February 11 - 13  Location: Springfield, MA  Cost: $765.38
Date: March 18 - 20  Location: Wethersfield, CT  Cost: $765.38
Date: April 15 - 17  Location: Manchester, NH  Cost: $765.38

503 Update for General Industry Outreach Trainers
Date: January 23 - 25  Location: Manchester, NH  Cost: $765.38
Date: February 13 - 15  Location: Springfield, MA  Cost: $765.38
Date: March 20 - 22  Location: Wethersfield, CT  Cost: $765.38
Date: April 17 - 19  Location: Manchester, NH  Cost: $765.38

510 OSHA Standards for the Construction Industry
Date: January 8 - 11  Location: Springfield, MA  Cost: $833.63
Date: March 5 - 8  Location: Wethersfield, CT  Cost: $833.63

511 OSHA Standards for the General Industry
Date: January 8 - 11  Location: Springfield, MA  Cost: $833.63
Date: March 5 - 8  Location: Wethersfield, CT  Cost: $833.63

5400 Trainer Course in OSHA Standards for the Maritime Industry
Date: March 25 - 28  Location: New London, CT  Cost: $833.63

5410 OSHA Standards for the Maritime Industry
Date: March 18 - 22  Location: Warwick, RI  Cost: $833.63

5600 Disaster Site Worker Train the Trainer
Date: February 5 - 8  Location: Groton, CT  Cost: $833.63

7600 Disaster Site Worker Training
Date: April 8 - 9  Location: Mashantucket, CT  Cost: $346.13

330 30-Hour Outreach Training for Construction
Date: February 18 - 21  Location: Manchester, NH  Cost: $580.13

Call 978-630-9525 to register today!
<table>
<thead>
<tr>
<th>Course Name</th>
<th>Date(s)</th>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015 Hazardous Materials</td>
<td>July 15 - 18</td>
<td>Keene, NH</td>
<td>$833.63</td>
</tr>
<tr>
<td>2045 Machinery and Machine Guarding Standards</td>
<td>January 29 - Feb. 1</td>
<td>Mashantucket, CT</td>
<td>$833.63</td>
</tr>
<tr>
<td>2225 Respiratory Protection</td>
<td>January 7 - 10</td>
<td>Keene, NH</td>
<td>$833.63</td>
</tr>
<tr>
<td>7205 Health Hazard Awareness</td>
<td>January 11</td>
<td>Wethersfield, CT</td>
<td>$238.88</td>
</tr>
<tr>
<td>2205 Principles of Ergonomics</td>
<td>January 15 - 17</td>
<td>Mashantucket, CT</td>
<td>$765.38</td>
</tr>
<tr>
<td>3010 Excavation, Trenching, and Soil Mechanics</td>
<td>February 25 - 28</td>
<td>Mashantucket, CT</td>
<td>$833.63</td>
</tr>
<tr>
<td>7115 Lock-Out, Tag-Out: Controlling Hazardous Energy</td>
<td>February 8</td>
<td>Manchester, NH</td>
<td>$238.88</td>
</tr>
<tr>
<td>3095 Electrical Standards</td>
<td>February 11-14</td>
<td>Manchester, NH</td>
<td>$833.63</td>
</tr>
<tr>
<td>7105 Evacuation and Emergency Planning</td>
<td>February 27</td>
<td>Mashantucket, CT</td>
<td>$219.37</td>
</tr>
<tr>
<td>7200 Bloodborne Pathogens</td>
<td>March 5</td>
<td>Manchester, NH</td>
<td>$238.88</td>
</tr>
<tr>
<td>7125 Seminar on Combustible Dust Hazards</td>
<td>March 6</td>
<td>Manchester, NH</td>
<td>$238.88</td>
</tr>
<tr>
<td>7120 Introduction to Combustible Dust Hazards</td>
<td>March 13-14</td>
<td>Manchester, NH</td>
<td>$346.13</td>
</tr>
<tr>
<td>7205 Health Hazard Awareness</td>
<td>January 11</td>
<td>Wethersfield, CT</td>
<td>$238.88</td>
</tr>
<tr>
<td>7300 OSHA’s Permit Required Confined Space Standard</td>
<td>February 28</td>
<td>Mashantucket, CT</td>
<td>$238.88</td>
</tr>
<tr>
<td>7405 Fall Hazard Awareness</td>
<td>March 7</td>
<td>Manchester, NH</td>
<td>$238.88</td>
</tr>
<tr>
<td>7410 Managing Excavation Hazards</td>
<td>March 8</td>
<td>Manchester, NH</td>
<td>$238.88</td>
</tr>
<tr>
<td>7500 Safety and Health Management Systems</td>
<td>February 25</td>
<td>Mashantucket, CT</td>
<td>$238.88</td>
</tr>
<tr>
<td>7505 Introduction to Accident Investigation</td>
<td>February 26-27</td>
<td>Mashantucket, CT</td>
<td>$287.62</td>
</tr>
<tr>
<td>7845 Recordkeeping Rule Seminar</td>
<td>April 24</td>
<td>Worcester, MA</td>
<td>$219.37</td>
</tr>
<tr>
<td>7410 Managing Excavation Hazards</td>
<td>March 8</td>
<td>Manchester, NH</td>
<td>$238.88</td>
</tr>
</tbody>
</table>
Call 978-630-9525 to register today!

Online Training

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!

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

GEORGE BROWN COLLEGE

Electromechanical Technician Program • Programmable Logic Controllers Program • Electronics Technician Certificate

Call 978-630-9525 for more information

Everything you need is included in our Technician training package. The interactive lab software allows students to design circuitry, perform tests, and work with electronic equipment as though they were in a real electronics workshop. Students may enroll in the program at any time during the year.

The self-paced training packages allow students to complete individual technician courses on their own time. This flexibility provides students with the ability to set their own pace when proceeding through the programs. Typical completion time is two weeks per module, however students can finish much more quickly, depending on factors such as previous training, experience, education, and time allocation.

These highly innovative distance education programs combine state-of-the-art lab simulation with award-winning curriculum, resulting in a great learning experience. The program content is delivered on CD-ROM or DVD and is supported through the online Virtual Campus, which provides access to various online resources. Technical and tutorial support is provided via e-mail and telephone.

For more information visit: mwcc-gbc.com

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.

Wednesday, February 6, 2013 • 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!
SERVSAFE | CRN# 13960
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, March 13
Time: .................................. 9 AM - 5 PM
Location: .................................. Gardner
Cost: .................................. $179 (materials included)

SERVSAFE - REVIEW & RECERTIFICATION | CRN# 13961
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, March 27
Time: .................................. 5 - 8 PM
Location: .................................. Gardner
Cost: .................................. $99

CLST | CRN# 10031
Prep for Communication and Literacy Skills Test portion of the Mass 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 4-year Early Childhood or Elementary Education program. English and grammar, writing theses statements, writing essays, and summarizing reading passages are all included.

Date: .................................. May 21, 22 & 23
Time: .................................. 6 - 9 PM
Location: .................................. Gardner
Cost: .................................. $125 (materials included)

SAT PREPARATION (MATH & ENGLISH) | CRN# 10030
The SAT Reasoning Test contains new content and new types of questions in writing, math, and critical reasoning.

Option A: CRN# 10030

Option A - CRN# 10030
Date: .................................. Saturdays, May 11 - 25
Time: .................................. 8 AM - 12 PM
Location: .................................. Gardner
Cost: .................................. $125 (materials included)

Option B - CRN# 14548
Date: .................................. Thursdays, May 9 - 30
Time: .................................. 6 - 9 PM
Location: .................................. Devens
Cost: .................................. $125 (materials included)

MATH FOR K-2 EDUCATORS | CRN# 10020
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: .................................. Tuesday, March 5
Time: .................................. 6:30 - 8:30 PM
Location: .................................. Gardner
Cost: .................................. $39

Call 978-630-9525 to register today!
GOLF LESSONS
Instructors: Ben Egan, PGA

These are 8 week sessions for 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.

Date: Monday-Thursday, February 25 - April 17
Time: 7:15 PM or 8:15 PM
Cost: $99

Visit mwcc.edu/fitness

Open to the public!
Monday - Friday: 5 AM – 9 PM
Saturday & Sunday: 7 AM - 5 PM

We have it all and do it better!
• No high pressure sales
• No cancellation fee
• Free orientations
• Quality programming
• World class group exercise
• State-of-the-art user friendly equipment
• 65,000 square foot facility
• Competition lap pool (25 yd)
AMERICAN RED CROSS | Water Safety Instructor Training
This course will certify candidates to administer the American Red Cross Water Safety Program including ARC swim lessons. Candidates are required to be 16 years of age by the end of the course in order to participate in the training.

For registration information email:............... David C. Graham - dgraham@mwcc.mass.edu

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 2 courses hosted this year. Courses 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.

For registration information email:............... David C. Graham - dgraham@mwcc.mass.edu

AMERICAN RED CROSS | Recertification Courses
Schedule of recertification classes to be available by Presidents’ Day, and will include courses in CPR/AED for the professional rescuer and lay responder, first aid, and lifeguarding.

For registration information email:............... David C. Graham - 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 2013. Each session is eight classes in length. Taught by Red Cross Certified Water Safety Instructors.

<table>
<thead>
<tr>
<th>Winter Session</th>
<th>Spring Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:..........................January 8 - March 9</td>
<td>Date:..........................March 26 - May 25</td>
</tr>
<tr>
<td>Registration Begins: .........December 17</td>
<td>Registration Begins: ....... March 11</td>
</tr>
</tbody>
</table>

ULTIMATE PERFORMANCE
Ultimate Performance is Periodized Circuit Training for the whole body that includes strength, cardiovascular, speed, agility, mobility, power, and balance work. This kind of training maximizes fat loss and strength gains while preventing boredom, overuse, overtraining, and plateaus. Ultimate Performance will make your fitness goals a reality!
Includes: nutrition information, a “free class” pass for a friend, and before & after body composition assessment.

Date:..........................January 21 - April 15
1, 2 or 3 sessions per week for the 12 weeks available

Cost:..........................$180.00 - 1x per week
(payable @ 60.00/month)
$300.00 - 2x per week
(payable @ 100.00/month)
$360.00 - 2x per week
(payable @ 120.00/month)
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 non-refundable.*

*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 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 $17 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 at 978-630-9173 prior to registration. 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 five convenient locations.

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

Leominster | TBD
978-534-1563

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

Devens | Lisa Naze
978-630-9527 | lnaze@mwcc.mass.edu

NOTE: All GED testing registration must be done at the Gardner Campus.

English Registration Date | Testing Dates | Testing Times | Location
--- | --- | --- | ---
Wednesday, March 13, 2013 - By appointment | Mon., March 25, Wed., March 27 | 3:30-8:00PM | Gardner- North Cafe
Wednesday, April 10, 2013 - By appointment | Mon., April 22, Wed., April 24 | 3:30-8:00PM | Gardner- North Cafe
Wednesday, May 8, 2013 - By appointment | Mon., May 20, Wed., May 22 | 3:30-8:00PM | Gardner- North Cafe

Examen de GED en Espanol Registrar | Feche de Examen | Tiempo | Localizacion
--- | --- | --- | ---
4, de febrero - llame para una cita | lunes, 11 de febrero, miercoles, 13 de febrero | 3:30-8:00PM | Leominster Campus 3rd Floor
10, de abril – llame para una cita | lunes, 15 de abril, miercoles, 17 de abril | 3:30-8:00PM | Leominster Campus 3rd Floor

Call 978-630-9525 to register today!
To register for Fitness & Wellness Center programs, call 978-630-9212

Social Security# (optional)_________________________ Student ID# (if known)_________________________

Last Name____________________________________ First Name__________________________________ MI_______

Previous Last Name___________________________________________________________________________

Date of Birth ___/____/____ Male  Female

Street Address______________________________________________________________________________

City___________________________ State___________________________ Zip______________________________

Home Phone__________________Cell___________________Email_________________________________

Employer (if applicable)_______________________________________________________________________

Street Address _____________________________City________________State______ Zip______________

Last Semester of MWCC Enrollment (if applicable):______________________________________________

Signature________________________________________________________Date___________________

Ethnic Background: Do you identify yourself as:  Hispanic or Latino  Not Hispanic or Latino

Race:  American Indian or Alaskan Native  Asian  Black or African American
 White  Native Hawaii 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):__________________________________________________________

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

CRN# | COURSE TITLE | COST

| | | |

| | | |

| | | |

| | | |

TOTAL: ____________________

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