SUMMER 2013

What's Inside:

• Adventure Academy for children
• Online courses
• Skill building courses
• Health & fitness
• Mind & body
• Courses just for fun

mwcc.edu/noncredit

We generate. Fun.

Mount Wachusett Community College
Start near. Go far.
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!

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
Call: 978-630-9525

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
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LOCATIONS

Gardner
444 Green Street, Gardner, MA 01440
978-632-9525
TTY 978-632-4916
noncredit@mwcc.mass.edu

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
North Quabbin Entrepreneurship
and Enrichment Center
100 Main Street, Athol, MA 01331
978-630-9525
noncredit@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.
EXPLORING YOUR eReader | CRN# 61398
Learn how to choose and use an eReader (such as Kindle or Nook) to enhance your reading experience. Learn how to access free and paid content, including magazines and books and even music and movies! No previous experience required. Bring your eReader to class. Denise Dayton
Date:.................................Thursday, June 6
Time:.................................6:30 – 8:30PM
Location:..............................Gardner
Cost:...........................................$29

IPAD BASICS | CRN# 61399
You’ve got an iPad – now what? This introductory class will show you some of the amazing things you can do with it. Organize your life, learn something new, and make your business efficient. Bring your iPad if you have one – but not required. Denise Dayton
Date:.................................Thursday, June 13
Time:.................................6:30 – 8PM
Location:..............................Gardner
Cost:...........................................$29

IPAD FOR CRAFTERS | CRN# 61419
Explore some of the iPad apps that can enhance your crafting and help organize your projects and supplies. Join us if you knit, crochet, paint, scrapbook or make cards. Denise Dayton
Date:.................................Thursday, June 20
Time:.................................6:30 – 8PM
Location:..............................Gardner
Cost:...........................................$29

FACEBOOK FOR HOLDOUTS | CRN# 61434
Many of us have family scattered all around. Facebook is the best way to communicate with your loved ones and friends with the only distance between you being the computer. We will walk you through how to get started, find your way around, find family and friends, and keep control of your privacy and security. You will also learn how to create photo albums, birthday calendars and create/accept events. Melissa Croteau
Date:.................................Thursday, June 20
Time:.................................4 – 6PM
Location:..............................Gardner
Cost:...........................................$39

MAKING A BUSINESS SELLING CRAFTS | CRN# 61554
This class is designed to bring together fellow crafters and teach them about different avenues to sell their crafts. It will also be an opportunity to network with other crafters and share ideas. Cassie Roark
Date:.................................Monday, June 17
Time:.................................6 – 8PM
Location:..............................Gardner
Cost:...........................................$39

SELLING YOUR CRAFTS ON ETSY | CRN# 61553
Want to learn how to sell your craft items to create a profitable business on Etsy.com? You will learn the skills to market your items on the website to start earning money for your crafts. Cassie Roark
Date:.................................Thursday, June 27
Time:.................................6 – 7PM
Location:..............................Gardner
Cost:...........................................$13

Call 978-630-9525 to register today!
PHOTOSHOP COMPOSITIONS FOR ALL OCCASIONS | CRN# 61404
Do you enjoy creating Photoshop compositions, constructing images for family or friends while producing unique and memorable posters, magazine and book covers, calendars, invitations and more? Craig Devonshire
Date: ..................................Wednesdays, May 29 – June 12
Time: ..................................6:30 – 9PM
Cost: ..................................$99

INTRO TO COMPUTERS – THE VERY BEGINNING | CRN# 61420
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. Melissa Sargent
Date: ..................................Tuesday & Thursday, June 4 & 6
Time: ..................................6 – 8PM
Cost: ..................................$59

INTRO TO COMPUTERS FOR THE PC – NOVICE | CRN# 61400
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. Melissa Sargent
Date: ..................................Tuesday & Thursday, June 11 & 13
Time: ..................................6 – 8PM
Cost: ..................................$59

INTRO TO WORD 2010 | CRN# 61402
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. Melissa Sargent
Date: ..................................Tuesday & Thursday, June 18 & 20
Time: ..................................6 – 8PM
Cost: ..................................$59

INCREASE WEB TRAFFIC | CRN# 61406
If your business sells or has a service and you want to increase the hits to your website, let us show you how. Craig Devonshire
Date: ..................................Wednesdays, June 19 – July 3
Time: ..................................6:30 – 9PM
Cost: ..................................$99

INTERMEDIATE WORD 2010 | CRN# 61403
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. Melissa Sargent
Date: ..................................Tuesday & Thursday, June 25 & 27
Time: ..................................6 – 8PM
Cost: ..................................$59

WEBSITE FUNDAMENTALS WITH PHOTOSHOP & DREAMWEAVER | CRN# 61405
You will gain an overview of the most utilized website – building software programs. Web theory, navigation, viewer interactivity and fundamentals. No computer or software prerequisites. Individual websites will be produced by students. Craig Devonshire
Date: ..................................Wednesdays, July 17 – August 21
Time: ..................................6:30 – 9PM
Cost: ..................................$169

QUICKBOOKS FOR BEGINNERS® | CRN# 61435
A line of business accounting software developed and marketed by Intuit. This is a productivity tool designed to help you manage financial information more easily. This software helps in accounting, bookkeeping and managing your income and expenses, especially for small business owners. QuickBooks® can be accessed directly on your desktop or online, depending on the type of account that you want.
Date: ..................................Tuesdays & Thursdays, July 30 - Aug. 15
Time: ..................................6:30 – 9PM
Cost: ..................................$165

Call 978-630-9525 to register today!
BACKYARD ASTRONOMY BASICS | CRN# 61411 (ADULTS) 61494 (CHILDREN)
A beginner’s guide to identifying objects in the night sky and appreciating the myths associated with stars and constellations. Participants will explore astronomical and space related topics while developing personal star hopping skills using their unaided eye, binoculars and small telescopes. Class will be held indoors and outdoors so please wear sneakers. Challenge your imagination — a user friendly guide will introduce you to your place in the Universe! Jim Z. Aldrich Astronomical Society, Inc.
Date: Wednesday, May 22
Time: 7 – 10PM
Location: Gardner
Cost: $49/adult; $5/child (ages 6-16) (must be w/adult)

CAR MAINTENANCE BASICS | CRN# 61498
Join us to learn how to check the engine fluids, change your oil, check your tire pressure and maintain the overall condition of your car. With this knowledge you can save money and stop having to depend on the skills of a mechanic for basic maintenance.
Bob Mayer
Date: Tuesday, June 18
Time: 5:30 – 8:30PM
Location: Gardner
Cost: $49

CITIZENSHIP THEORIES | CRN# 61423
America is a diversely populated culture that celebrates the unique traits of its population. Citizenship practice has different meanings and interpretations for the multicultural population. How do schools and communities teach or instill good citizenship practice? Readings include the history of citizenship and proposals for the 21st century global community. Debra Sherblom, PhD
Date: Tuesdays & Thursdays, June 25 – July 25
Time: 9 – 10:30AM
Location: Gardner
(no class 7/4)
Cost: $109

ASTRONOMY FOR BEGINNERS | CRN# 61499
Do you ever wonder about the stars and constellations? Are you curious about the sun, moon and planets? Galaxies and black holes? Class will include portable planetarium presentations.
Marc Rouleau
Date: Wednesdays, June 26 – Aug. 7 (no class 7/3)
Time: 6:30 – 8:30PM
Location: Gardner
Cost: $139

GENEALOGY ROOT DIGGING | CRN# 61401
Genealogy is a popular hobby. Need help getting started? Get tips and advice on how to trace back and find out about your ancestors. A subscription to Ancestry.com is included.
Mark Rouleau
Date: Thursdays, June 27 – July 25 (no class 7/4)
Time: 6:30 – 8PM
Location: Gardner
Cost: $79

PERSONAL IDENTITY THEFT | CRN# 61500
Prevent and protect yourself. Learn how to protect yourself both personally and on the Internet. Don’t be the next victim, be proactive. Specific information about laws that apply to you and business transactions with large companies like Paypal® and ebay®.
Melissa Croteau
Date: Thursday, June 27
Time: 5 – 8PM
Location: Gardner
Cost: $49

HOME INSPECTION FOR BEGINNERS | CRN# 61391
Information will be provided for the average prospective homeowner, who may not be versed with building or construction aptitude, so they may be able to make informed decisions about putting a bid in on a potential home without getting a costly home inspection and finding out the home is not even close to being worth the offer.
Erik Storm
Date: Wednesdays, July 10 – August 28
Time: 7 – 9PM
Location: Gardner
Cost: $119

END PROCRASTINATION NOW! | CRN# 61412
Do you find yourself wasting time doing other less important things, rather than taking the steps necessary to accomplish what you really need to in a timely manner, all the while feeling stressed out with worry and guilt. Learn to set realistic goals, plan the actions and steps to achieve them, by motivating yourself and to use self-hypnosis to reduce stress, stay focused and maintain healthier habits.
Linda Donalds is a board certified hypnotist.
Date: Wednesdays, July 17 – July 31
Time: 7 – 9:30PM
Location: Gardner
Cost: $85
HOLISTIC SELF – CARE | CRN# 61413
“If you don’t learn to take care of yourself, who will?” This course will allow the participant to practice using tools for self-awareness, for relaxation and for a sense of positive self-esteem. We’ll consider the physical, emotional, mental, relational and essential areas of human life. Michael Young
Date:..........................Tuesdays, May 28 – June 25
Time:..........................7 – 9PM
Location: ...............................Gardner
Cost: ...........................................$99

HYPNOSIS FOR HEALTHY WEIGHT LOSS | CRN# 61390
Losing weight and then maintaining a healthy weight, means changing your behaviors and making better choices. This does not have to be difficult to accomplish, as long as changes are made not just consciously, but at the subconscious level – where your whole mind is aligned toward achieving your goal. When you change how your subconscious mind thinks and feels about food, you will lose weight and keep it off. Linda Donalds is a board certified hypnotist.
Date:..........................Wednesdays, June 5 – June 26
Time ..............................7 – 9:30PM
Location: ...............................Gardner
Cost: ...........................................$105

ZENTANGLE® – YOGA FOR YOUR BRAIN | CRN# 61414
Zentangle is an easy-to-learn, relaxing, and fun way to create beautiful images by drawing structured patterns. It increases focus and creativity, provides artistic satisfaction along with an increased sense of personal well-being. “A Zentangle is not a picture of something, so you have no worries about whether you can draw a hand, or a duck. You always succeed in creating a Zentangle.” Materials included. Denise Dayton
Date:..........................Wednesdays, July 17 & 24
Time:..........................6 – 8PM
Location: ...............................Gardner
Cost: ...........................................$69

PARANORMAL | CRN# 61436
Gain a unique look in a unique setting into the realm of the supernatural. Delve into the mystery and methods of paranormal investigating from an expert. Explore both the scientific and metaphysical techniques used in this area of investigation. You will also learn how to review the “evidence,” searching for both normal and paranormal explanations. Melissa Croteau
Date:..........................Thursday, June 27
Time:..........................6 – 9PM
Location: ...............................Gardner
Cost: ...........................................$39
SCRAPBOOKING CARDS AND BAGS | CRN# 61397
Stop paying the high costs of cards, gift tags and gift bags and make personalized ones. Students can bring in scrapbooking materials and photographs to build their own gift set. You will learn basic layouts and cropping skills. The instructor will supply a die cutting machine and paper cutting tools for you to use. Barbara Logan
Date: ____________________________Tuesday, May 21
Time: ____________________________6:30 – 9:30PM
Location: _____________________________Gardner
Cost: ____________________________$49

PAINT AND INK POSTCARDS | CRN# 61417
Use watercolors and ink pens to create your vacation postcards. No experience necessary – beginners are encouraged! Denise Dayton
Date: ____________________________Monday & Wednesday, June 3 & 5
Time: ____________________________6:30 – 8PM
Location: _____________________________Gardner
Cost: ____________________________$39

BEGINNERS QUILTING | CRN# 61396
This class is an introduction to quilting for students who own their own sewing machines. Students will create a patchwork child’s quilt or a simple wall hanging. Students will need to bring their sewing machine and materials. Instructor will forward a supply list to each student prior to class. Barbara Logan
Date: ____________________________Tuesdays, June 4 – 25 & July 9 & 16
Time: ____________________________6:30 – 9:30PM
Location: _____________________________Gardner
Cost: ____________________________$139

QUILLING – AN 18TH CENTURY ART | CRN# 61418
This unique paper art form was used to decorate book covers and religious items in the 18th century. Today it’s used for scrapbooking, rubber stamping and creating frames for pictures. The filigree is created by rolling narrow strips of paper into various shapes and then arranging them to form a design. You will practice shapes, create a gift tag and work on an independent project of your choice. The slotted tool, paper and reference chart materials will be provided, students will be required to bring small scissors, glue (not washable), straight pins and tweezers. Veronica Thompson
Date: ____________________________Tuesdays, June 4 – 18
Time: ____________________________6:30 – 8:30PM
Location: _____________________________Gardner
Cost: ____________________________$69

LEARN TO CROCHET | CRN# 61437
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 dish cloth, granny square and sunhat or tote. Bring 2 skeins of yarn, scissors, and assorted size crochet hooks. Amy Moisan
Date: ____________________________Wednesdays, June 5, 12, 26, July 10, 24
Time: ____________________________6 – 8PM
Location: _____________________________Gardner
Cost: ____________________________$79

WRITING FOR CHICKEN SOUP FOR THE SOUL | CRN# 61421
In this class, participants will learn how to write and submit stories like those published in Chicken Soup for the Soul books. Come write your personal and inspirational story with us. Published writers: Sharon Harmon & Phyllis Cochran
Date: ____________________________Wednesdays, June 12 & 19
Time: ____________________________6:30PM – 8:30PM
Location: _____________________________Gardner
Cost: ____________________________$69

WRITING FAMILY STORIES | CRN# 61422
Do you remember those special moments with a child/grandchild that you would like to write? Join us and you will see how to include these in a handmade book to pass along. Published Writers: Sharon Harmon & Phyllis Cochran
Date: ____________________________Wednesdays, July 10 & 17
Time: ____________________________6:30 – 8:30PM
Location: _____________________________Gardner
Cost: ____________________________$69

Did you know? MWCC also offers credit art classes!
For more info, contact Admissions at 978-630-9110
Call 978-630-9525 to register today!
DROP EARRINGS | CRN# 61415
Learn the basic techniques for designing and fabricating beaded dangle earrings (for pierced ears only). Each student will create 6 pairs of earrings and all supplies, including tools, will be provided. Marybeth White Hayward
Date:..................................Tuesday, July 16
Time:..................................6 – 9PM
Location:............................Gardner
Cost: ..................................$59

PAINTING SEASONAL WELCOME SLATES | CRN# 61416
Students will create 4 seasonal welcome signs using stencils and slate. These slates will be suitable to hang outside. The instructor will teach you the techniques behind stenciling with acrylic paints and the tricks to weatherizing your signs. All materials will be included. Marybeth White Hayward
Date:..................................Tuesdays, July 23 – August 13
Time:..................................6 – 9PM
Location:............................Gardner
Cost: ..................................$119

INSTANT PIANO FOR HOPELESSLY BUSY PEOPLE | CRN# 61427
While regular piano teachers teach note reading, piano pros use chords. You can learn all the chords you will need to play any song in one session. Valerie Lyons
Date:..................................Monday, June 24
Time:..................................6 – 9PM
Location:............................Gardner
Cost: ..................................$69

HOW TO PLAY PIANO BY EAR | CRN# 61426
Learn how to play songs without relying on sheet music. A presentation of music theory that includes predicting chord progressions, learning from recordings, and transposing — all expressed in everyday language. This is the follow-up to the “Instant Piano” class and is open to anyone who has a basic understanding of chords. Prior experience with chords recommended. How to Play Piano by Ear book and the practice CD included. Valerie Lyons
Date:..................................Monday, July 1
Time:..................................6 – 9PM
Location:............................Gardner
Cost: ..................................$69

STRUM-ALONG ON THE UKULELE | CRN 61569
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 and bring it along to share.
Date:..................................Mon., Jun. 3, 17, Jul. 1, 15 & Aug. 5, 19
Time:..................................5:30 – 7PM
Location:............................Gardner
Cost: ..................................$25

SURVIVING AS A SELF-TAUGHT MUSICIAN | CRN# 61410
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. Adam Bergeron
Date:..................................Mondays, July 8 – 29
Time:..................................6 – 8PM
Location:............................Gardner
Cost: ..................................$69
Photography

TAKE PHOTOGRAPHS THAT WILL IMPRESS... EVERYONE! | CRN# 61424
Getting your photograph to look the way you envisioned is more than keeping the subject in focus and the right exposure. It’s also about putting all the elements in the photograph in the right place, it’s about taking advantage of the best light for your subject, and using patterns, lines, shapes, and texture among other things to interest the viewer. After reviewing photography basics and all those bells and whistles on your camera, we will find ways to improve your compositions and how light affects your photographs. We will have two field trips, Date: Saturday 6/8 & 6/22, which will let you photograph with the instructor who will be glad to assist you. Norm Eggert

Date: .................................. Wednesdays, May 29 – June 26
Time: .................................. 6 – 9PM
Location: .................................. Gardner
Cost: .......................................................... $159

TAKE GREAT PHOTOGRAPHS OF YOUR FAMILY & FRIENDS | CRN# 61425
With today's cameras and some know-how, you can make exceptional photographs of your family, friends, or anyone. This class will give you the tools to make outstanding photographs with little more than your camera, a flash, and a reflector. Inside and outside, you will learn how to use the available light, reflectors and electronic flash to create casual and natural-looking photographs. Norm Eggert

Date: .................................. Thursdays, May 30 – June 20
Time: .................................. 6 – 9PM
Location: .................................. Gardner
Cost: .......................................................... $99

Wine & Food

BASICS OF WINE TASTING: WHITE WINES | CRN# 61493
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.

Date: .................................. Monday, June 17
Time: .................................. 7 – 9PM
Location: .................................. Clamber Hill, Petersham MA
Cost: .......................................................... $25

WINE AND FOOD PAIRING | CRN# 61600
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, August 12
Time: .................................. 6 – 8 PM
Location: .................................. Clamber Hill, Petersham MA
Cost: .......................................... $69 (includes wine & meal)
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. MWCC now holds noncredit classes here for entrepreneurs and your own personal enrichment.

**STARTING YOUR OWN SECOND INCOME BUSINESS | CRN# 61545**

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. Financial responsibilities will be covered.

- **Date:** .................. Wednesdays, June 19 & 26
- **Time:** .................. 6:30 – 9:30PM
- **Location:** .................. Athol
- **Cost:** .................. $59

**INCREASE WEB TRAFFIC TO YOUR SITE | CRN# 61407**

This hands-on course is for those who want to learn to build effective webpages. If your business sells or has a service, or you just want to increase hits to your personal website, let us show you how. Students need a laptop for this class. Craig Devonshire

- **Date:** .................. Thursdays, July 11 – 25
- **Time:** .................. 6:30 – 9:30PM
- **Location:** .................. Athol
- **Cost:** .................. $99

**DESIGNING ADS AND MARKETING MATERIALS ON A SHOESTRING | CRN# 61547**

Many small business owners prepare their own ads and collateral materials. Come 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:** .................. Wednesday, July 24
- **Time:** .................. 6:30 – 9:30PM
- **Location:** .................. Athol
- **Cost:** .................. $39

**DEVELOP UNIQUE WEBSITE IDEAS | CRN# 61544**

This hands-on course is for those who want to learn to build effective and informative webpages. If your business sells or has a service, let us show you how to add unique ideas to your page. Students need a laptop for this class. Craig Devonshire

- **Date:** .................. Thursdays, August 1 – 15
- **Time:** .................. 6:00 – 9:00PM
- **Location:** .................. Athol
- **Cost:** .................. $99

**DO YOU HAVE AN IDEA? LET’S BRING IT TO MARKET! | CRN# 61546**

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:** .................. Tuesday & Thursday, August 6 & 8
- **Time:** .................. 6:30 – 9:30PM
- **Location:** .................. Athol
- **Cost:** .................. $59
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.

2015 Hazardous Materials
Date:................. July 15 - 18   Location:.................Keene, NH   Cost:.........................$833.63
2225 Respiratory Protection
Date:................. June 24 - 27   Location:.................Keene, NH   Cost:.........................$833.63
2250 Principles of Ergonomics
Date:................. June 17 - 19   Location:.................Mashantucket, CT   Cost:.........................$765.38

Check out our website for more information regarding these courses: 30-Hour Outreach Training for Construction, OSHA Standards for the General Industry, OSHA Standards for the Construction Industry

TIME FOR TRAINING
Get a taste of corporate employee training over lunch

This summer series offers a versatile lunch-and-learn format that is tailored to your budget and strengthens your professional goals for business. Sample our best sellers and most topical course offerings designed for entrepreneurs, small business, non-profit employees and corporate staff.

TO REGISTER: Call: 978-630-9575 | email: training@mwcc.mass.edu
LOCATION: Gardner, North Café
COST: $15 - pre-register; $17 - walk-in
Cost is per person/per session.
Executive luncheon included with cost of admission

Implementing Lean Thinking: The Culture and Climate of Lean
June 14   •   12 Noon - 1PM   •   CRN# 61377

LinkedIn
June 28   •   12 Noon - 1PM   •   CRN# 61378

How to Manage Conflict in the Organization
July 12   •   12 Noon - 1PM   •   CRN# 61379

OSHA Workplace Safety
July 26   •   12 Noon - 1PM   •   CRN# 61380

Making the Case - iPad for Business
August 9   •   12 Noon - 1PM   •   CRN# 61381

Coaching & Mentoring for High Performance
August 23   •   12 Noon - 1PM   •   CRN# 61382

Brought to you by:
Mount Wachusett Community College
Lifelong Learning & Workforce Development
Professional Development for Childcare Providers

SENSORY PLAY | CRN# 61484
Students will learn how to incorporate sensory play into every area of the classroom. You will learn how sensory play contributes to brain development at different stages of development. Students will create a sensory play materials list that encourages exploration. You will discover exciting curriculum ideas for infants through preschool. This class meets the EEC Core Competency: Learning Environments and Curriculum. Dawn Gilliatt
Date: ..................................Tuesday, May 21
Time: .................................7 – 9PM
Location: ..............................Gardner
Cost: ........................................$39

TEMPERAMENTS: CHILDHOOD VS ADULT | CRN# 61485
Learn the definition of temperament and the differences between childhood and adult temperaments. Students will gain an understanding of the three categories of temperament. You will identify your own temperament traits and how they affect others. This class meets the EEC Core Competency: Understanding the Growth and Development of Children and Youth. Dawn Gilliatt
Date: ..................................Thursday, June 27
Time: .......................................7 – 9PM
Location: ..............................Gardner
Cost: ........................................$39

TRACKING MILESTONES & INDICATORS OF DEVELOPMENTAL RED FLAGS | CRN# 61490
Students will examine developmental milestones and red flags for atypical child development. We will explore the importance of early intervention services for young children and discuss observation methods. Participants will also share local resources. This class meets the EEC Core Competency: Understanding the Growth and Development of Children and Youth, Partnering with Families and Communities. Dawn Gilliatt
Date: ..................................Thursday, July 11
Time: .......................................7 – 9PM
Location: ..............................Gardner
Cost: ........................................$39

BEYOND BEHAVIOR MANAGEMENT | CRN# 61609
Students will learn the six essential life skills that children need to help them exhibit more prosocial behaviors. This class helps teachers understand, prevent and respond effectively to challenging behaviors. Teachers will explore the developmental, emotional and environmental cause of challenging behaviors. This class meets the EEC Core Competency: Guiding and Interacting with Children and Youth, Understanding the Growth and Development of Children and Youth. Dawn Gilliatt
Date: ..................................Tuesday, August 13
Time: .......................................7 – 9PM
Location: ..............................Gardner
Cost: ........................................$39

Have an idea for a class or interested in teaching?
Contact us with your ideas today!
978-630-9525 | noncredit@mwcc.mass.edu

Call 978-630-9525 to register today!
CLST | CRN# 10031
Prep for Communication and Literacy Skills Test portion of the MA Test for Educator Licensure (MTEL). MA law requires candidates for initial educator licensure to meet several requirements including passing a test of communication and literacy skills. The CLST must be taken and passed before a student is accepted into a 4-year Early Childhood or Elementary Education program. English and grammar, writing thesis statements, writing essays, and summarizing reading passages are all included. Robert Mayer
Date:..............................May 21, 22 & 23 Location:..............................Gardner
Time:..............................6 – 9PM Cost:..............................$125

THE SHRM LEARNING SYSTEM COURSE | CRN# 61496
This 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. 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.
Date:..............................Tues. & Thurs., May 28-July 11 (no class 7/2 & 7/4) Location:..............................Gardner
Time:..............................6:30 – 9:30PM Cost:$1,200 (includes materials)

SERVSAFE | CRN# 61438
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. Dan Zunitch
Date:..............................Tuesday, June 11 Location:..............................Gardner
Time:..............................9AM – 5PM Cost:..................$179 (materials included)

SERVSAFE – REVIEW & RECERTIFICATION | CRN# 61439
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 ServSafe materials, followed by a 1-hour exam. Although not required, students may purchase the ServSafe Essentials textbook. Study guide/practice exams provided prior to class; bring completed practice exams to class. Dan Zunitch
Date:..............................Tuesday, June 18 Location:..............................Gardner
Time:..............................5 – 8 PM Cost::...........................$99

NRA BASIC PISTOL | CRN# 61408 (A) 61409 (B) 61409
Upon completion, students will receive a MA State Police Basic Firearms Safety Certificate, required for application submission to local firearms licensing authorities in MA. 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. Instructor: Paul Lyons, MA certified firearms safety instructor
Option A:.........................Saturday, June 15 Option B:.....................Saturday, August 17
Time:..............................9AM – 5PM Cost:..............................$169
Location:............................TBD
GED Testing

Angela Lunn-Marcustre - Chief Examiner
978-630-9173  |  alunn-marcustre@mwcc.mass.edu or ged@mwcc.mass.edu

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

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

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

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

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

<table>
<thead>
<tr>
<th>English Registration Date</th>
<th>Testing Dates</th>
<th>Testing Times</th>
<th>Location</th>
</tr>
</thead>
</table>
| Wednesday, June 5, 2013 - By appointment | Mon., Jun. 17  
Wed., Jun. 19 | 3:30-8:00PM  
3:30-8:00PM | Gardner- North Cafe |
| Wednesday, July 31, 2013 - By appointment | Mon., Aug. 12  
Wed., Aug 14 | 3:30-8:00PM  
3:30-8:00PM | Gardner- North Cafe |
HOW TO REGISTER - ADVENTURE ACADEMY

Fill out the registration form included in this brochure or visit mwcc.edu/continuing to download a registration packet. We welcome checks by mail, walk-in payment, or calling 978-630-9525 with your credit card payment. For security purposes, please do not write any credit card information on your registration form.

WHAT IS THE DAILY SCHEDULE?

<table>
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<tr>
<th>Time</th>
<th>Activity</th>
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<tr>
<td>8AM - 9AM</td>
<td>Extended care option ($25/child/week)</td>
</tr>
<tr>
<td>9AM - 12PM</td>
<td>Academics</td>
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<tr>
<td>12PM - 1PM</td>
<td>Lunch</td>
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<tr>
<td>1PM - 3PM</td>
<td>Outdoor recreation and subject related hands-on activities</td>
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<tr>
<td>3PM - 5PM</td>
<td>Extended care option ($25/child/week)</td>
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<tr>
<td>3PM - 4PM</td>
<td>Optional swim (extended care fee applies)</td>
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WHAT’S INCLUDED IN THE PROGRAM COST?

Program fee included materials, supplies and lunch. For a detailed list of the summer menu, visit mwcc.edu/community/summer-programs-for-kids

EXTENDED CARE OPTION

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<th>Fee</th>
<th>Location</th>
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<tr>
<td>Monday-Friday</td>
<td>8AM – 9AM; 3PM – 5PM</td>
<td>$25/child/week</td>
<td>Fitness &amp; Wellness Center</td>
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</table>

Need extended care? No problem! Sign up for our extended program and your child(ren) will enjoy extra time with their friends and can enjoy optional swim time between 3-4PM. When your child(ren)’s program begins, a program assistant will walk everyone over to the main building and will walk all children back to the Fitness Center at 3PM. Note: There is no extended care for Theatre Bug.
**Theatre Bug | CRN# 61357**
Grades: 1-2 | July 8 – 11 & July 15 – 18 | Time: 9AM – 1PM | Cost: $179

The Theatre Bug program is an 8 day introduction to the wonderful world of theatre for the very young student.

**NOTE:** There is no extended care option for Theatre Bug.

**Lights! Stage! Action! | CRN# 61358 (A) 61359 (B)**
Grades: 3-8 | Session A: July 8-11 & 15-18 | Time: 9AM – 3PM | Cost: $229

Session B: July 22 – 25 & 29 – Aug 1

We will take a script from page to stage in just 8 days! Classes will be held in the morning and will include acting, music, dance, and more.

**Spotlight On Musical Theatre | CRN# 61360**
Grades: 9-12 | July 22 – 25 & 29 – Aug 1 | Time: 9AM – 3PM | Cost: $229

One of our most popular 8 day programs! Learn the basics of song and dance while experiencing the thrill of performing in musical numbers from Broadway shows.

**Art Explorers | CRN# 61352**
Ages: 6-9 | Date: July 15 – 19 | Time: 9AM – 3PM | Cost: $229

Explore the arts and create drawings, paintings, and sculptures, all inspired by plants, animals, insects, and the world around us.

**Painters and Sculptors | CRN# 61362**
Ages: 8-12 | Date: July 22 – 26 | Time: 9AM – 3PM | Cost $229

This is designed for the artist who likes to paint and create sculptures, including contemporary art. A range of materials will be explored.

**Draw, Paint, and Print | CRN# 61353**
Ages: 8-12 | Date: July 29 – August 2 | Time: 9AM – 3PM | Cost $229

This is designed for the young artist who likes to draw, paint, and create prints. Individual expression will be encouraged as new materials are explored.

**Art School for Teens | CRN# 61361**
Ages: 13-18 | Date: July 29 – August 2 | Time: 9AM – 3PM | Cost $229

This program is designed for teens interested in the visual arts and looking to create work for a portfolio. The focus will be on printmaking, book arts, and watercolor painting, along with some drawing and painting techniques.
Video Game Making: Build Your Own Video Game! | CRN# 61350
Ages: 12-15  Date: July 1 – 5 (no class 7/4)  Time: 8:30AM – 3PM  Cost: $229
Video game making is no longer just for computer programmers. Kids are learning to use fun and easy software to build their own games. You will first create a storyboard and animations and then use them to create your own video games! 1-3PM is afternoon games, crafts & activities.

I Made This! Activities and Crafts for Kids to Create! | CRN# 61347
Ages: 6-9  Date: July 1 – 5 (no class 7/4)  Time: 8:30AM – 3PM  Cost: $229
Want to take hours of fun home every day, all made by you? We’ll be making everything from marshmallow catapults to homemade silly putty to glow-in-the-dark gook and more, all for you to take home at the end of every day! Mad Science® will be coming to teach about inventors. 1-3PM is afternoon games, crafts & activities.

Kids’ Guide to Movie Making: Produce, Direct and Shoot a Film! | CRN# 61345
Ages: 9-12  Date: July 8 – 12  Time: 9AM – 3PM  Cost: $229
Learn how to script and storyboard, shoot and direct, and use the latest editing software to make your movie come to life! The program ends with a red carpet premiere of your very own movies on the big screen for your family and friends to enjoy. 1-3PM is afternoon games, crafts & activities.

Astronomy For Beginners: The Sky’s the Limit | CRN# 61356
Age: 8-12  Date: July 8 – 12  Time: 9AM – 3PM  Cost: $229
Kids go on an Out Of This World Ride into the excitement of space science and exploration, and will go hands-on to build safe, launchable rockets. Museum of Science® will present “Night Sky” with a portable planetarium. 1-3PM is afternoon games, crafts & activities.

Super Safari: Zoo and Ocean Fun! | CRN# 61351
Age: 6-10  Date: July 15 – 19  Time: 9AM – 3PM  Cost: $229
Come learn all about your favorite furry and wet friends, the habitats in which they live, and even interact with real animals. Animal Adventures® will be here with a live, hands-on presentation for you and your fellow animal enthusiasts, we guarantee a WILD time! 1-3PM is afternoon games, crafts & activities.

Paranormal Investigation: For Teens | CRN# 61349
Ages: 12-14  Date: July 15 – 19  Time: 9AM – 3PM  Cost: $229
In this camp, we will study the different types of paranormal activities and use the essential investigating equipment. The Paranormal Investigation Team will conduct an actual investigation during an offsite investigation field trip. 1-3PM is afternoon games, crafts & activities.

Girls Only Math & Science Academy | CRN# 61375
Ages: 9-12  Date: July 15 – 19  Time: 9AM – 3PM  Cost: $229
This exciting academy offers a thorough exploration into the world of science and discovery and is for girls only! A week of experiential, hands-on activities, led by professional educators in the disciplines of (STEM) Science, Technology, Engineering, and Mathematics. 1-3PM is afternoon games, crafts & activities.
Boys Only Math & Science Academy | CRN# 61376
Ages: 9-12  Date: July 15 – 19  Time: 9 AM – 3PM  Cost: $229
This exciting academy offers a thorough exploration into the world of science and discovery and is for boys only! A week of experiential, hands-on activities, led by professional educators in the disciplines of STEM Science, Technology, Engineering, and Mathematics. **1-3PM Experiential games & hands on activities.**

Hogwarts School of Wizardry for ‘Potter’ Fans | CRN# 61346
Ages: 6-11  Date: July 22 – 26  Time: 9 AM – 3PM  Cost: $229
We will transform the campus into Hogwarts. Participants, with the sorting hat, will be sorted into “Houses” and compete for the “House Cup.” Potions, wand making, games of Quidditch and trips to the Forbidden Forest are some of the adventures to be had. **1-3PM is afternoon games, crafts & activities.**

Amazing Astronomy: Mission to Mars | CRN# 61364
Age: 9-12  Date: July 29 – August 2  Time: 9 AM – 3PM  Cost: $229
Arrive at mission control and train to become a super astronomer by learning all about the wonders of the universe! You and your fellow astronaut enthusiasts will also prepare for launch by building and decorating your very own Stage 2 rocket to be launched into the air at the end of the week! **1-3PM Experiential games & hands on activities.**

Awesome Archaeology: Rocks, Dinosaurs & Ancient Treasures! | CRN# 61348
Ages: 7-10  Date: July 29 – August 2  Time: 9 AM – 3PM  Cost: $229
Digging for rocks, bones and Egyptian digs, if you have an interest in prehistoric times, sign up for this one. Excavation sites, identifying artifacts and cataloging them, hands-on digging, along with other projects. Mad Science® will be coming to show how tremors are created. **1-3PM is afternoon games, crafts & activities.**

Advanced Kids’ Guide to Movie Making | CRN# 61363
Ages: 9-12  Date: July 29 – August 2  Time: 9 AM – 3PM  Cost: $229
This is a part II to Kid’s Guide to Movie Making Program. Learn advanced editing techniques and software, special effects, prop design, and more! A red carpet premiere will wrap the week up of your very own movies on the big screen for your family and friends to enjoy! **1-3PM is afternoon games, crafts & activities.**

Junior Vehicle Engineering | CRN# 61383
Grades: 1-3  Date: August 5 – 9  Time: 9 AM – 3PM  Cost: $229
This exciting academy offers a thorough exploration of building and modifying different vehicles including everyday vehicles, concept cars, construction machines, and more using unique Lego® kits. Through these hands-on activities you will learn STEM-related problem solving and communication skills. You will learn about friction, forces, motion, aerodynamics and basic engineering principles, all with Lego’s® **1-3PM Experiential games & hands on activities.**

Vehicle Engineering | CRN# 61384
Grades: 4-8  Date: August 5 – 9  Time: 9 AM – 3PM  Cost: $229
This exciting academy offers a thorough exploration of building and modifying up to 13 different vehicles including everyday vehicles, concept cars, construction machines, and more using unique Lego® kits. You will learn STEM-related problem solving and communication skills. You will learn about friction, gears, electric motors, aerodynamics and basic engineering principles all with Lego’s® **1-3PM Experiential games & hands on activities.**

The Sorcerer’s Apprentice: For ‘Potter Fans’ | CRN# 61368
Ages: 8-12  Date: August 5 – 9  Time: 9 AM – 3PM  Cost: $229
The campus will be transformed into Hogwarts again! Mesmerize your family and friends by learning potions and magic tricks. The week-long program ends with a potions show put on by you and your fellow sorcerers to astound your family and friends with all you’ve learned. Mad Science® will be coming to show the science behind magic on Wednesday. **1-3PM is afternoon games, crafts & activities.**
The following training and certification courses are offered at the Fitness & Wellness Center. For details regarding dates, times, requirements and registration, visit mwcc.edu/fitness or call 978-630-9212.

- Adult and Pediatric CPR/AED
- First Aid
- CPR/AED for the Professional Rescuer & Health Care Provider
- Blended Learning Lifeguard Training Course
- Triathlon Swimming 101
- Water Safety Instructor Course
- Blended Learning Lifeguard Training Review Course

2013 MWCC FRIENDS 5K FUN RACE
The 2013 MWCC FRIENDS 5K FUN RACE invites PAIRS of runners or walkers to compete as a team over a 3.2 mile scenic loop that begins and ends on the beautiful campus of Mount Wachusett Community College and includes the bike path along Crystal Lake in Gardner. PAIRS are encouraged to dress alike or as their favorite “team” (Bacon and Eggs, Tom & Jerry, etc.). Be creative!

The MWCC FRIENDS 5K FUN RACE is a professionally timed event with awards and refreshments following the race. Prizes will be awarded and all participants will receive a goody bag and other giveaways! Individual registrations accepted.

Date: ..................................Saturday, August 10
Location: ......................Fitness & Wellness Center
Time: ..........................9:00AM - Runners
9:05AM - Walkers
Cost: ......Before July 20: $40/pair; $20 individual
       After July 20: $50/pair; $25 individual

Kids Fun Run
The 2013 MWCC Kid’s Fun Run is a non-competitive event that will be held at the ¼ mile track on the campus of Mount Wachusett Community College. Kids ages 2 and up can participate up to one mile (1 to 4 times around the track). All children will receive a Finisher’s medal, prizes and a T-Shirt! There will be music, face painting, refreshments and more!

Date: ..................................Saturday, August 10
Location: ......................Fitness & Wellness Center
Time: ..........................11AM
Cost: ..........................Before July 20: $5
       After July 20: $10

HOW TO REGISTER:
IN PERSON: Stop by the Fitness & Wellness Center, 444 Green Street, Gardner MA 01440:
      Monday – Friday 5AM - 9PM, Saturday & Sunday 7AM-5PM.
      (Cash, check, MasterCard, Visa or Discover accepted)
MAIL: Registrations mailed must be received by 5PM Friday, August 9 – please do not mail cash
RACE DAY: Friends 5K registrations will be accepted on race day from 6AM - 8AM; Kids Fun Run registrations will be accepted race day from 6AM - 10AM
ONLINE: For more information, download registration forms or register online, visit: mwcc.edu/fitness

To register for Fitness & Wellness Center programs, call 978-630-9212
Summer Kids Camps
at the Fitness & Wellness Center

Basketball
Participants will do drills, play games and have many opportunities for competitive skill games.

Grades: .........................2-8
Dates: .........................June 24-28
Time: .........................9AM - 12 Noon
(Free optional swim from 12 Noon - 1PM)

Location: ...Fitness & Wellness Center
Cost: ........................................................... $95
Extended Option: ......................... $25
(8 - 9AM)

Baseball
This camp will cover all aspects of baseball, ensuring all participants will leave camp better players. Lunch included.

Grades: .........................2-12
Dates: .........................July 8- August 2
Time: .........................9AM - 3PM
(Free optional swim from 3 - 4PM)

Location: ...Fitness & Wellness Center
Cost: ........................................................... $209
Extended Option: ......................... $25
(8 - 9AM and/or 3 - 5PM)

Fun in the Sun
This camp will have the campers doing it all from hiking, swimming, games, movies, etc. One of our most popular camps in the past few years. Lunch included.

Grades: .........................1-6
Dates: .........................July 15-19
Time: .........................9AM - 3PM
(Free optional swim from 3 - 4PM)

Location: ...Fitness & Wellness Center
Cost: ........................................................... $209
Extended Option: ......................... $25
(8 - 9AM and/or 3 - 5PM)

Soccer
Learn all the skills and strategies while having some fun with these coaches. Lunch included.

Grades: .........................2-8
Dates: .........................July 22-26
Time: .........................9AM - 3PM
(Free optional swim from 3 - 4PM)

Location: ...Fitness & Wellness Center
Cost: ........................................................... $209
Extended Option: ......................... $25
(8 - 9AM and/or 3 - 5PM)

Field Hockey
Learn the game of field hockey with drills and games with our experienced staff. Lunch included.

Grades: .........................5-12
Dates: .........................August 5-9
Time: .........................9AM - 3PM
(Free optional swim from 3 - 4PM)

Location: ...Fitness & Wellness Center
Cost: ........................................................... $209
Extended Option: ......................... $25
(8 - 9AM and/or 3 - 5PM)

Tennis Lessons
Tennis lessons are 2 sessions each week and includes a free T-shirt.

Cost: ........................................................... $100/week

Ages: .........................6-9
Dates: .........................July 8 - 12 at 9 - 10:30AM
Dates: .........................July 15 - 19 at 9 - 10:30AM
Dates: .........................Aug. 12 - 16 at 9 - 10:30AM

Ages: .........................10-15
Dates: .........................July 8 - 12 at 10:30AM - Noon
Dates: .........................July 15 - 19 at 10:30AM - Noon
Dates: .........................Aug. 12 - 16 at 10:30AM - Noon
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.

Executive Assistant
Acquire the business knowledge and specialized skills needed to successfully manage day-to-day operations in a variety of office settings. Prepare to earn the Microsoft Office Specialist Master credential and gain an edge in the job market.

Computer Technician
Prepare for entry-level jobs in information technology and CompTIA A+ certification. Learn computer basics, system hardware and software, troubleshooting, security techniques, networking, and operational procedures. Upon graduation, you receive CompTIA A+ exam vouchers.

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

TRAINEE 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 MWCC’S information session to learn how you can get a free laptop when you train online at home for an in-demand career.

Wednesday, June 19, 2013 • 12 Noon
Mount Wachusett Community College
444 Green Street, Gardner MA 01440

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

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<tr>
<th>CRN#</th>
<th>COURSE TITLE</th>
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TOTAL: __________________________

Registration questions? Call Lifelong Learning 978-630-9525 TTY: 978-632-4916
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