Noncredit Classes
Summer 2012

What's Inside:

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

Space is limited
register today!

Check Out the Summer Kids Programs!

Mount Wachusett Community College
mwcc.edu/noncredit

Workforce Training | Personal Interest | Business & Career
HOW TO REGISTER

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

1. By Phone: Call 978-630-9525
2. By Mail:
   Mail registration forms to:
   MWCC Life Long Learning 444 Green Street
   Gardner, MA 01440
   Use the form on the back; include a check or money order payable to MWCC.
3. Credit/debit card:
   Visit mwcc.edu, click on ‘Pay for my Non-Credit Program’ or call 978-630-9157 with credit card information.
4. Walk-in:
   Stop by the Gardner, Leominster, or Devens Campus.

WHAT ARE NONCREDIT COURSES AT MWCC?

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

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

LOCATIONS & HOURS

Gardner Campus
444 Green Street
Gardner, MA 01440
978-632-4916
TTY 978-632-4916
Hours:
Mon - Thu 8 AM - 6:30 PM
Fri 8 AM - 4 PM

Leominster Campus
100 Erdman Way
Leominster, MA 01523
978-630-9810
leominster@mwcc.mass.edu
Hours:
Mon - Fri 8:30 AM - 4 PM

Devens Campus
One Jackson Place
27 Jackson Road
Devens, MA 01434
978-630-9569
devens@mwcc.mass.edu
Hours:
Mon - Thu 8:30 AM - 4 PM
Fri 8:30 AM - 4 PM

COMPANY MINI-RETREATS

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

**Academic Adventures**

Summer enrichment with lots of fun traditional summer activities in a caring environment, with our trained instructors, classroom aides and counselors. Beside participation in a program, children will get to spend time outdoors in sports and games, and learn new arts and crafts. Coupling academic learning with hands-on projects – the fun way!!

**Daily Schedule:**
- 9 AM – 12 NOON - Academics
- Lunch
- 1 - 3:30 PM - Outdoor recreation and subject related arts/crafts

**Academic Adventure Cost:** $199

**Includes:** T-shirt and all materials are included

**REGISTRATION INSTRUCTIONS:**
- **Mail:** Download a registration packet at [http://mwcc.edu/PDFs/SummerAdventureCamp.pdf](http://mwcc.edu/PDFs/SummerAdventureCamp.pdf) and mail completed form along with payment to:
  - MWCC
  - Summer Programs
  - 444 Green Street
  - Gardner, MA 01440
- **Call:** 978-630-9525
- **Email:** dwhitney@mwcc.mass.edu to request a registration packet

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**EXTENDED CARE OPTION**

- Available for children that may need to be dropped off prior to a program beginning or after a program has ended. Children will be picked up at 8:50 AM by a program counselor and walked directly to the main building. The counselor will walk participants back to the Fitness Center at 3:00 PM.
- **Note:** There is no extended care for Theatre Bug.

**Week 1:** CRN 60138  
**Week 2:** CRN 60139  
**Week 3:** CRN 60140  
**Week 4:** CRN 60141

**Time:** 8 - 9 AM extended morning and/or 3 – 5 PM extended evening

**Location:** Fitness & Wellness Center, Gardner

**Cost:** $25 per week per child

**Optional:** Swim is available from 3 – 4 PM

Parents who are only sending children for the optional swim still pay the $25 fee.

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**CSI**

**Duties of a Detective**

**Ages:** 9 – 12 Years  
**Instructor:** Shelly Klockars

With investigative techniques and scientific methods, children will learn how to solve the mysteries behind crime, with a focus on evidence collection; learn about forensics, crime scene investigations and crime lab chemistry as experiments to show tricky cases.

**CRN 60389**

**Date/Time:** Mon – Fri Jul 2 – Jul 6 (no class on Wed 7/4)  
8:30 AM - 12 NOON; 1 - 3:30 PM activities

**Location:** Gardner

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**ASTRONOMY**

**The Sky’s the Limit**

**Age:** 8 - 12 Years  
**Instructor:** Shelly Klockars

Explore the wonders of the universe with qualified instructors of the physical and earth sciences. Kids go on an Out Of This World Ride into the excitement of space science and exploration, and will get to go hands-on to build safe, launchable rockets.

**CRN 60368**

**Date/Time:** Mon – Fri Jul 9 – 13  
9 AM - 12 NOON; 1 - 3:30 PM activities

**Location:** Gardner

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**OCEANS & ANIMALS IN MOTION**

**Zoo and Ocean Fun**

**Ages:** 6 – 11 Years  
**Instructor:** Shelly Klockars

A unique camp offering curiosity-driven guided activities for the animal, nature and science enthusiast! A wild kingdom visit with live-animal show!

**CRN 60370**

**Date/Time:** Mon - Fri Jul 16 - 20  
9 AM - 12 NOON; 1 - 3:30 PM activities

**Location:** Gardner

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**PARANORMAL INVESTIGATION**

**For Teens**

**Ages:** 12 – 14 Years  
**Instructor:** Melissa Croteau

In this camp we will study the different types of paranormal activities and use the essential investigating equipment, the investigating process and how to deal with the aftermath of an investigation. The program will culminate with the Paranormal Investigation Team conducting an actual investigation during a field trip and a video report of your findings.

**CRN 60207**

**Date/Time:** Mon - Thu Jul 16 - 19  
9 AM - 3 PM

**Location:** Gardner

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**HOGWARTS SCHOOL OF WIZARDRY**

**For ‘Potter’ fans**

**Ages:** 6 – 11 Years  
**Instructor:** Shelly Klockars

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.

**CRN 60371**

**Date/Time:** Mon - Fri Jul 23 - 27  
9 AM - 12 NOON; 1 - 3:30 PM activities

**Location:** Gardner

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**AWESOME ARCHAEOLOGY**

**Rocks and Dinosaurs**

**Ages:** 7 – 11 Years  
**Instructor:** Shelly Klockars

Digging for rocks, dinosaur bones, knight and egyptian digs, an adventure for most, if they show an interest in prehistoric times, sign them up. Excavation sites, identifying artifacts and cataloging them, hands-on digging, along with other projects.

**CRN 60372**

**Date/Time:** Mon - Fri July 30 - Aug 3  
9 AM - 12 NOON; 1 - 3:30 PM activities

**Location:** Gardner
Additional information about Summer Drama Programs, including brochure and application packet will be available online after March 15. For more information contact Professor Gail Steele at 978-630-9162 or e-mail g_steele@mwcc.mass.edu

REGISTRATION INSTRUCTIONS:
Mail: Download a registration packet at http://mwcc.edu/PDFs/SummerDramaCamp.pdf and mail completed form along with payment to: MWCC Summer Programs 444 Green Street, Gardner, MA 01440 Call: 978-630-9525 Email: dwhitney@mwcc.mass.edu to request a registration packet

THEATRE BUG
Grades: 1 - 2
The Theatre Bug program is a two-week introduction to the wonderful world of theatre for the very young student. The program combines theatre games, pantomime, music, dance and creative play. Through storytelling, expressive movement and improvisation, students discover the joy of being bitten by the “theatre bug.” Supervised recreation and a T-shirt are included. A performance for family and friends highlights the final evening.

CRN 60051
Date/Time: Mon - Thu Jul 9 - 12 & 16 - 19
9 AM - 1 PM
Location: Gardner
Cost: $150

LIGHTS, STAGE ACTION
Grades: 3 - 8
We will take a script from page to stage in just 2 weeks! Classes will be held in the morning and will include acting, music, dance and more. In the afternoon we will rehearse and learn the thrill of putting on a play. Supervised recreation and a T-shirt are included. A performance for family and friends highlights the final evening.

Section A
CRN 60052
Date/Time: Mon – Thu Jul 9 - 12 & 16 - 19
9 AM – 3 PM
Location: Gardner
Cost: $200

Section B
CRN 60053
Date/Time: Mon – Thu Jul 23 - 26 & 30 - Aug 2
9 AM – 3 PM
Location: Gardner
Cost: $200

SPOTLIGHT ON MUSICAL THEATRE
Grades: 9 - 12
One of our most popular programs! Learn the basics of song and dance while experiencing the thrill of performing in musical numbers from Broadway shows. Students are exposed to what it takes to be a “triple threat” in the world of theatre. T-shirt included. A performance for family and friends highlights the final evening.

CRN 60054
Date/Time: Mon - Thu Jul 23 - 26 & 30 - Aug 2
9 AM - 3 PM
Location: Gardner
Cost: $200

MWCC’S GLEE
Grades: 8 - 12
Teens will be immersed in their favorite songs as they work on both large and small group numbers over the week. They will be coached in healthy vocal technique and style, stage presence, mic technique, movement and staging. Interested students also have the opportunity to perform a solo in the final show at the end of the week on Friday, 8/10 at 3 PM, which family and friends are invited. The Glee Program aims to provide kids a chance to form friendships and confidence in a supportive setting, all while giving them skills to bring back to their own school choruses and glee clubs. Students should dress to dance. All materials are included.

CRN 60429
Date/Time: Mon - Fri Aug 6 - 10
9 AM - 3:30 PM
Location: Gardner
Cost: $199
Art Program (Cont'd)

DRAW, PAINT AND PRINT
Ages: 8 - 12
A four-day studio program designed for the young artist who likes to draw, paint and create prints. Each year different subjects, including contemporary art, will be presented to inspire students’ drawings, paintings, collages and prints. Individual expression will be encouraged as students explore new materials such as charcoal, watercolor and acrylic paints, paper, and inks. Supervised games and other activities will complement the student’s time in the studio. Dress for mess!

CRN 60211
Date/Time: Mon - Thu Jul 23 - 26
9 AM - 3 PM
Location: Gardner
Cost: $199

ART EXPLORERS!
Ages: 6 - 9
Explore the arts and create drawings, paintings and sculptures inspired by plants, animals, insects and the world around us. Supervised games and other activities will complement the student’s time in the studio. Dress for mess!

CRN 60212
Date/Time: Mon - Thu Jul 30 - Aug 2
9 AM - 3 PM
Location: Gardner
Cost: $199

ART FOR A DAY!
Ages: 8 - 12
A one-day studio art program designed for the young artist who wants to explore art for the day. On each Friday different projects, subjects, or works of art, will be presented to inspire students’ drawings, paintings, collages and prints. Individual expression will be encouraged as students explore new materials such as charcoal, watercolors, acrylic paints, papermaking, inks or other materials. Supervised games and other activities will complement the student’s time in the studio. Dress for mess!

CRN 60214
Date/Time: Fri Jul 20
9 AM - 3 PM
CRN 60215
Date/Time: Fri Jul 27
9 AM - 3 PM
CRN 60216
Date/Time: Fri Aug 3
9 AM - 3 PM
Location: Gardner
Cost: $199

Cost of program includes: materials and supplies

PAINTERS AND SCULPTORS
Ages: 8 - 12
A four-day studio art program designed for the young artist who likes to draw, paint, and create sculptures. Each year different subjects, including contemporary art, will be presented to inspire students’ drawings, paintings, and sculptures. Individual expression will be encouraged as the student explores a range of materials. Plaster, clay or mixed media may be used for sculpting. Supervised games and other activities will complement the student’s time in the studio(s). Dress for mess!

CRN 60210
Date/Time: Mon - Thu Jul 16 - 19
9 AM - 3 PM
Location: Gardner
Cost: $199

ART SCHOOL FOR TEENS
Ages: 13 - 18
A four-day studio art program designed for the teen that wants to create work for a portfolio or is seriously interested in the visual arts. Basic drawing and painting concepts will be introduced. Clay, plaster, or mixed media may be used in creating sculptures inspired by traditional and contemporary works of art. Individual expression will be encouraged as students investigate a range of subject matter and explore new media.

CRN 60213
Date/Time: Mon - Thu Jul 30 - Aug 2
9 AM - 3 PM
Location: Gardner
Cost: $199

REGISTRATION INSTRUCTIONS:
Mail: Download a registration packet at http://mwcc.edu/PDFs/SummerArtCamp.pdf and mail completed form along with payment to:

MWCC
Summer Programs
444 Green Street
Gardner, MA 01440

Call: 978-630-9525

Email: dwhitney@mwcc.mass.edu to request a registration packet
### Summer Camp Menu

**Meals Plans for Just**
- $23 Per 5-Day Week
- $18 Per 4-Day Week

<table>
<thead>
<tr>
<th>Dates</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/2 - 7/6</td>
<td>Burger with the works</td>
<td>Cheese Ravioli with Marinara</td>
<td>Holiday</td>
<td>Hot dog with mini summer salad</td>
<td>Pizza!</td>
</tr>
<tr>
<td>7/9 - 7/13</td>
<td>Macaroni and Cheese</td>
<td>Baked Potato Skins with Veggie Stix</td>
<td>Grilled Cheese with Fruit Salad</td>
<td>Summer Blueberry Pancakes with Syrup and Sausage</td>
<td>Pizza!</td>
</tr>
<tr>
<td>7/16 - 7/20</td>
<td>Turkey BLT Wrap</td>
<td>Spaghetti and Meatballs</td>
<td>Tempura Chicken Nuggets with Steamed Rice</td>
<td>Chicken Salad Pita with Green Salad</td>
<td>Pizza!</td>
</tr>
<tr>
<td>7/23 - 7/27</td>
<td>Mozzarella Stix with Marinara and Fruit Cup</td>
<td>Chicken Noodle Soup with 1/2 Sandwich</td>
<td>Honey Baked Chicken Baked Sweet Potato Fries</td>
<td>Salsa and Cheese Quesadilla</td>
<td>Pizza!</td>
</tr>
<tr>
<td>7/30 - 8/3</td>
<td>BBQ Chicken Breast with 1/2 Baked Potato</td>
<td>Roast Turkey Sandwich with Chips</td>
<td>Sweet and Sour Meatballs with Jasmine Rice</td>
<td>Baked Ziti with Mini Garden Salad</td>
<td>Pizza!</td>
</tr>
<tr>
<td>8/6 - 8/10</td>
<td>Cheese Calzone with Marinara and Fresh Fruit</td>
<td>Crispy Chicken Patty with Roasted Potato Wedges</td>
<td>Teriyaki Chicken with Ginger Noodles</td>
<td>Breakfast for Lunch! Blueberry Pancakes with Sausage</td>
<td>Pizza!</td>
</tr>
<tr>
<td>8/13 - 8/17</td>
<td>Chicken Fingers with Dipping Sauces and Taters</td>
<td>Ham and Cheese Croissant-wich with Watermelon Wedges</td>
<td>Triple Cheese Enchilada with Corn Cobbett</td>
<td>Chunky Chicken Salad Pocket with Pineapple Chunks</td>
<td>Pizza!</td>
</tr>
</tbody>
</table>

- A Cold Sandwich with Chips or Fruit Yogurt with Garden Salad are available daily as alternate meal
- An alternate meal can be ordered through instructor each morning
- All Camp Meals include choice of whole milk, chocolate milk, orange juice, fruit juice or water and a snack.
iPad FOR EDUCATORS
Instructor: Denise Dayton M.Ed., M.S.
Are you a classroom teacher, special education teacher, or a paraprofessional? Perhaps you’re a home school educator or a parent with a student in grades K-12? Use your iPad to enhance the learning experience. Even if you don’t have an iPad (yet!), you are welcome to join us to see some of the applications, including some for productivity, assistive technology and special education, and academic content areas.

INTRO TO MICROSOFT PUBLISHER
Instructor: Fagan Forhan
Learn entry-level application, where the emphasis is placed on page layout and design rather than text composition and proofing. Microsoft Publisher is designed to be a desktop publishing tool to create documents, such as newsletters and brochures.

INTRO TO COMPUTERS
Instructor: Missi Sargent
Are you nervous around computers? Do you want to surf online but not sure where to begin? This basic course will take the stress out of learning computers. We will discuss computer hardware and software; navigate windows, create folders, save files and browse the internet all in a relaxed atmosphere. Bring your questions! Basic keyboard knowledge suggested.

INTRO TO WORD 2010
Instructor: Missi Sargent
Word is used in both personal and professional settings and is software everyone should learn. Learn to create, edit, save and print documents, formatting documents, using toolbars, tables, lists, labels/envelopes and templates. Word 2007 users may still register as the 2010 version has only minor changes.

INTRO TO EXCEL 2010
Instructor: Missi Sargent
Excel is spreadsheet software used in both personal and professional settings. It is perfect for lists, budgets and organization. Learn to create, save and print workbooks, including navigating, understanding and formatting cells, menus and toolbars. Excel 2007 users may still register as the 2010 version has only minor changes.

WEBSITE FUNDAMENTALS WITH PHOTOSHOP & DREAMWEAVER
Instructor: Craig Devonshire
An intensive introductory hands-on course for those who want to learn to build effective and informative websites. Web theory, navigation, viewer interactivity and internet fundamentals will be explored. Gain an overview of two of the commonly utilized website-building software programs, Adobe Photoshop and Macromedia Dreamweaver. No computer or software prerequisites. Individual websites will be produced by participants.

WEBSITE FUNDAMENTALS WITH PHOTOSHOP & DREAMWEAVER (Cont'd)

INCREASE WEB TRAFFIC TO YOUR SITE
Instructor: Craig Devonshire
If your business sells or has a service, or you want to increase hits to your personal website, let us show you how.

DEVELOP UNIQUE WEBSITE IDEAS
Instructor: Craig Devonshire
If your business sells or has a service, or you want to increase hits to your personal website, let us show you how.

ORIGINAL PHOTOSHOP COMPOSITIONS FOR ALL OCCASIONS
Instructor: Craig Devonshire
If your business sells or has a service, or you want to increase hits to your personal website, let us show you how.

BUSINESS AND CAREER
Music (Cont'd)

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

CRN 60057
Date/Time: Mon Jun 4
6 - 9 PM
Location: Gardner
Cost: $75

PLAY PIANO BY EAR IN 3 HOURS
Instructor: Valerie Lyons
Learn one of music’s deepest mysteries: how to play songs without relying on music. A practical presentation of music theory that includes predicting chord progressions, learning from recordings, and transposing—all expressed in everyday language. This is an ideal follow-up to the Instant Piano class and is open to anyone who has a basic understanding of chords on any instrument. Expand your musical horizons, free yourself from sheet-music dependence, and be the life of the party! Prior experience with chords recommended. Costs include required materials fee for the How to Play Piano by Ear book and the practice CD.

CRN 60056
Date/Time: Mon Jun 11
6 - 9 PM
Location: Gardner
Cost: $75

Crafts & Hobbies

LEARN TO MACRAME
Instructor: Liz McClure
Macrame is the art of tying intricate knots by hand without needles or hooks, knotting strings of fabric, combining them with beads and other trinkets, and weaving them into personal items like jewelry, key chains, and other items. Let’s get knotting!

Session 1
CRN 60491
Date/Time: Tue Jun 5 - 19
6:30 - 8 PM
Location: Gardner
Cost: $49

Session 2
CRN 60492
Date/Time: Tue Aug 7 - 21
6:30 - 8 PM
Location: Gardner
Cost: $49
INTRO BEGINNERS WALTZ, CHA-CHA AND SWING DANCE
Instructor: Chantelle Torain
This introduction will have you taking your first steps into ballroom dance! Learning the basic steps and fundamentals you’ll be dancing in no time! Waltz, Cha-Cha and Swing, Singles and Couples are welcomed. Maximum enrollment is 25 people.

CRN 60059
Date/Time: Mon May 21 & Jun 25, Tue May 29 & Jun 12, Wed Jun 6
7 - 8:30 PM
Location: St. Paul’s Church
79 Cross St.
Gardner
Cost: $89

INTRO TO STAND UP COMEDY
Instructor: Jerry Caruso, Comic & Impressionist
Stand-up comedy can include writing a joke, a set-up, and 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.

CRN 60058
Date/Time: Tue Jun 5 - 26
7 - 9 PM
Location: Gardner
Cost: $85

SCRAPBOOKING MADE EASY!
Instructor: Shelley Errington-Nicholson
This workshop will allow you to design scrapbook pages that reflect your own creativity. You will be taken through a series of design techniques and layouts as well as given examples of creative scrapbook pages. You will leave with about 2-4 completed pages and the tools/ideas to create many more.

CRN 60361
Date/Time: Tue Aug 14 & 21
6 - 9 PM
Location: Gardner
Cost: $99

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

CRN 60049
Date/Time: Wed Jun 6 – 27
5:30 - 7 PM
Location: Gardner
Cost: $59

CALLIGRAPHY INTERMEDIATE
Instructor: Lisa Williams
Have you enjoyed learning this art? This course will take you to the next level of the beautiful writing in a casual atmosphere.

CRN 60050
Date/Time: Wed Jul 18 - Aug 8
5:30 - 7 PM
Location: Gardner
Cost: $59

QUILTING FOR BEGINNERS
Instructor: Denise Dayton
You need only basic machine-sewing skills to make a lap-size sampler that’s perfect to give as a gift or keep for yourself. You’ll learn how to: choose colors and fabrics for your quilt, use a rotary cutter, master various piecing techniques, put the layers of your quilt together, and create a custom label for your creation. Bring these supplies to the first class: sewing machine (threaded with any color); rotary cutter and mat; plastic quilters’ ruler; and sewing shears. In the first class, you will learn cutting and piecing techniques with fabric provided by the instructor. We’ll discuss fabric selection and you will need to purchase quilt fabrics on your own by the second class meeting (approximately $50 - $75.)

CRN 60289
Date/Time: Thu May 24 - Jun 28
6:30 - 8:30 PM
Location: Gardner
Cost: $129 (pattern book included)
INTRO TO WRITING FOR CHILDREN
Instructor: Kristine Carlson Asselin
In this three-hour workshop, participants will learn the basic framework for starting a writing career in children's literature from one author's perspective. Participants will leave with a comprehensive reading list, a hand-out of recommended websites and writers' blogs, and an action plan for how to get started in the writing industry. Intended audience: beginners. Kristine Carlson Asselin is the published author of eight nonfiction children's books, including THE STARS (Capstone Press, 2011).

CRN 60293
Date/Time: Thu Aug 16
6 - 9 PM
Location: Devens
Cost: $23

WRITING YOUR LIFE
Instructor: Anita Phillips
Everyone has a story to tell. In Writing Your Life, writers will tackle the structure of memoir. The instructor, an award-winning journalist and freelance writer, will offer the tools and encouragement to get everyone started on their journey. Each week there will be lessons and writing exercises, as well as a homework assignment. There will be a free writing exercise at the beginning of each class, which may be shared with the class. Drafts will be peer edited each week.

CRN 60055
Date/Time: Mon May 21 - Jul 16 (no class 5/28)
6:30 - 8:30 PM
Location: Gardner
Cost: $109

SCREENPLAY WORKSHOP: The First Draft
Instructor: Danno Sullivan
You've seen thousands of movies--maybe it's time you should write one! This class will take you from rough idea to finished first draft (and do it in just six weeks.) 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. A great class for new screenwriters or anyone wanting a fresh take on the fundamentals.

CRN 60247
Date/Time: Tue Jun 5 - Jul 10
6:30 - 8:30 PM
Location: Gardner
Cost: $119

PHOTOGRAPHING FAMILY & FRIENDS USING NATURAL LIGHT, REFLECTORS & ELECTRONIC FLASH
Instructor: Norm Eggert
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.

CRN 60217
Date/Time: Mon Jul 9 - 30
6 - 9 PM
Location: Gardner
Cost: $119

TAKE PHOTOGRAPHS THAT WILL IMPRESS EVERYONE
Instructor: Norm Eggert
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, Saturday 6/18 & 6/25, which will let you photograph with the instructor who will be glad to assist you.

CRN 60218
Date/Time: Thu May 24 - Jun 21 & Sat Jun 9 & 16
6 - 9 PM
Location: Gardner
Cost: $169

WEDDING PHOTOGRAPHY FOR WEEKEND WARRIORS
Instructor: Robert Mayer MWCC Adjunct
This course is designed for those photographers who dare to photograph weddings as a part time endeavor! Lighting, posing, politics and contracts will be covered.

CRN 60376
Date/Time: Wed & Thu May 30 & 31
6 - 9 PM
Location: Gardner
Cost: $49
Firearms

RESTORATION & RETOUCHING PHOTOGRAPHS IN ADOBE PHOTOSHOP
Instructor: Robert Mayer
Editing your photos to make them look their best. Please bring in 1 or 2 photos of your own.

CRN 60377
Date/Time: Tue Jun 5
Location: Gardner
Cost: $29

Photography (Cont'd)

Basic Pistol Safety with ‘Live Fire’
Instructor: Paul Lyons, MA certified firearms safety instructor.
Students will be able to identify the principle parts of a handgun, and types of actions; the rules for safe handling of handguns and ammunition; the basic responsibilities of safe handgun ownership and use; basic firearms laws relating to handgun ownership, carrying and use; how to safely store handguns and ammunition; methods of childproofing and securing handguns; and how to safely load, unload and fire a semi-automatic handgun and revolver, as well as basic cleaning and basic marksmanship. Upon successful completion, students will receive a Massachusetts State Police Basic Firearms Safety Certificate, required for application submission to local firearms licensing authorities in Massachusetts (specifically for License to Carry (LTC) A, B or Firearms Identification (FID) Cards).

CRN 60260
Date/Time: Sat Jun 23
Location: Gardner
Cost: $159

CRN 60261
Date/Time: Sat Aug 11
Location: Gardner
Cost: $39

Photography (Cont'd)

EXPLORING WOMEN’S ISSUES IN SOCIETY
Instructor: Shelley Errington Nicholson
This course examines issues particular to women in our society. Discussions will include feminist identity development including the intersection of feminism and other identities such as race, sexual orientation and religion; the struggle for work/life balance; career exploration including self-efficacy in non-traditional careers; and a myriad of issues affecting women today. Held in a discussion format, this course requires participants to explore their own connection to feminism and their acceptance/rejection of the current paradigms affecting women in society.

CRN 60359
Date/Time: Tue Jun 5 - Aug 7
Location: Gardner
Cost: $69

Mind, Body & Spirit (Cont'd)

HYPNOSIS WORKSHOPS
Linda E. Donalds, BCH is a Board Certified Hypnotist, and has been a member of the National Guild of Hypnotists since January 1998 when she completed their “Certification in Hypnotism” course.

Guided Journeys for Health & Relaxation
There is so much going on in our lives that we forget to take care of our own well-being. When stress builds up for too long, it affects our health and relationships. This workshop is a place for you to come and take a break from life’s stresses, to relax while you are guided on a restorative journey. We will have fun exploring different types of creative visualizations focused on helping you to restore and maintain a healthy body, mind & spirit. Please bring a notebook and pen with you to record your thoughts after each journey.

Session 1: CRN 60208
Date/Time: Mon May 21
Location: Gardner
Cost: $79

Session 2: CRN 60209
Date/Time: Mon Jun 4
Location: Gardner
Cost: $39

Mind, Body & Spirit (Cont'd)

Learn Self-Hypnosis for Personal Change
Hypnosis is fast emerging as one of the most sought-after therapies in complementary and alternative medicine, with a lot of clinical research proving its effectiveness with a wide range of issues. Many people work with hypnotists to achieve the deep states of relaxation that allow them to make desired changes in their lives, but it’s also possible to hypnotize yourself! Take control of your emotional, mental and physical well-being with self-hypnosis. In this workshop, learn a simple step-by-step process of how to use self-hypnosis, and then practice it to help you reduce stress, sleep better, eat healthier, manage pain, increase self-confidence, enhance memory and concentration, improve athletic ability, and make numerous other positive changes in your life.

CRN 60154
Date/Time: Mon Jun 18 & 25
Location: Gardner
Cost: $69

Mind, Body & Spirit (Cont'd)

Hypnosis for Weight Loss
In order to lose weight, and then keep that healthy weight, means changing your behaviors and making better choices. However, this does not have to be difficult to accomplish, so long as the changes are made not just consciously, but also 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. In this workshop, you will learn some powerful techniques using Hypnosis, Guided Imagery and Neuro-Linguistic Programming (NLP) to help you diminish unhealthy habits, while encouraging those behaviors which will have the excess weight come off effortlessly and improve your overall health and well-being.

CRN 60155
Date/Time: Mon Jul 16, 23 & 30
Location: Gardner
Cost: $79
<table>
<thead>
<tr>
<th>Food &amp; Drink</th>
<th>Food &amp; Drink (Cont'd)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FUN WITH FOOD</td>
<td>EDIBLE GARDENING FROM PLAN TO HARVEST</td>
</tr>
<tr>
<td>Instructor: Kim Luketich</td>
<td>Instructor: Lauren Roy</td>
</tr>
<tr>
<td>Learn how to make a watermelon fruit basket or flowers out of cantaloupe and honey dew melons and make fish from pineapple. What a great way to impress your friends at bridal and baby showers and brunches.</td>
<td>You'll learn how to make your garden come alive. In today's world of processed foods and artificial preservatives, it's difficult to find nutritious food sources in the grocery store. But you can take control of what you put in your body by producing your own healthy foods! This course will give you the tools you need to grow the most bountiful, healthy, and delicious garden possible. All materials are included.</td>
</tr>
<tr>
<td>CRN 60225</td>
<td>CRN 60463</td>
</tr>
<tr>
<td>Date/Time: Mon Jun 11 6 - 8 PM</td>
<td>Date/Time: Wed May 16 - Jun 6 6:30 - 8:30 PM</td>
</tr>
<tr>
<td>Location: Gardner</td>
<td>Location: Gardner</td>
</tr>
<tr>
<td>Cost: $49</td>
<td>Cost: $119</td>
</tr>
<tr>
<td>HOW TO BOIL WATER</td>
<td>BUILD YOUR OWN PATIO/WALKWAY</td>
</tr>
<tr>
<td>Instructor: Kim Luketich</td>
<td>Instructor: Harold Fontaine, experienced professional mason</td>
</tr>
<tr>
<td>Learn how to crack an egg, create various muffins with one base recipe, the difference between whisking, folding and beating. Learn to properly handle a knife and some basic knife cuts.</td>
<td>A simple design plan to make laying brick patios easy for do-it-yourselfers. This brick patio design is easy to build yet elegant, laying the bricks in a striking pattern that requires no cutting!</td>
</tr>
<tr>
<td>CRN 60226</td>
<td>CRN 60150</td>
</tr>
<tr>
<td>Date/Time: Mon Aug 6 6 - 8 PM</td>
<td>Date/Time: Wed Jun 6 &amp; 13 6 - 7:30 PM</td>
</tr>
<tr>
<td>Location: Gardner</td>
<td>Location: Gardner</td>
</tr>
<tr>
<td>Cost: $49</td>
<td>Cost: $39</td>
</tr>
<tr>
<td>CHRISTMAS IN AUGUST</td>
<td>BASIC HOUSEHOLD FINANCE</td>
</tr>
<tr>
<td>Instructor: Kim Luketich</td>
<td>Are you worried that if something happened to your spouse or housemate you would not know how the household finances are run? Attend this workshop, and you will learn how to talk with a bank, lawyer, mortgage company, insurance broker etc....all the way to balancing your checkbook.</td>
</tr>
<tr>
<td>Tasty treats are great as gifts and will impress folks at parties. We will make chocolate and candy dipped pretzels, along with white and dark chocolate lollipops. Then we will learn how to create assorted petit fours made from an assortment of cakes.</td>
<td></td>
</tr>
<tr>
<td>CRN 60227</td>
<td>CRN 60504</td>
</tr>
<tr>
<td>Date/Time: Mon Aug 13 &amp; 20 6 - 9 PM</td>
<td>Date/Time: Tue Jun 12 6 - 8 PM</td>
</tr>
<tr>
<td>Location: Gardner</td>
<td>Location: Gardner</td>
</tr>
<tr>
<td>Cost: $7</td>
<td>Cost: $19</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home, Lawn &amp; Garden</th>
<th>Finance</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUILD YOUR OWN PATIO/WALKWAY</td>
<td>BASIC HOUSEHOLD FINANCE</td>
</tr>
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<td></td>
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<tr>
<td>CRN 60226</td>
<td>CRN 60150</td>
</tr>
<tr>
<td>Date/Time: Mon Aug 6 6 - 8 PM</td>
<td>Date/Time: Wed Jun 6 &amp; 13 6 - 7:30 PM</td>
</tr>
<tr>
<td>Location: Gardner</td>
<td>Location: Gardner</td>
</tr>
<tr>
<td>Cost: $49</td>
<td>Cost: $39</td>
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</table>

<table>
<thead>
<tr>
<th>TEST PREP</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>SERVSAFE</td>
<td>MATH FOR K-2 EDUCATORS</td>
</tr>
<tr>
<td>Instructor: Dan Zunitch</td>
<td>Instructor: Denise Dayton, M.Ed.</td>
</tr>
<tr>
<td>This is a nationally recognized for food safety and sanitation and is required for all Mass. restaurants. Some concepts include: sanitation, dangers of food borne illness, food safety, how to prevent cross-contamination, flow of food through the operation, using time and temperature controls, safe receiving, food storage, prep and serving, cooling and re-heating, pest management and prevention. Students are required to read the book PRIOR to attending. The exam is administered at the end of class. Upon passing, students will receive certification valid for 5 years. A book will be mailed to you after paid enrollment.</td>
<td>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, and paraprofessionals are welcome. You’ll leave with ideas and resources you can put to use immediately. Denise Dayton, M.S., M.Ed., an experienced educator has taught students from K to college, including many years as a K-3 classroom teacher, is a member of the National Council of Teachers of Mathematics.</td>
</tr>
<tr>
<td>CRN 60283</td>
<td>CRN 60292</td>
</tr>
<tr>
<td>Date/Time: Wed Jun 6 9 AM - 5 PM</td>
<td>Date/Time: Aug 16 6 - 9 PM</td>
</tr>
<tr>
<td>Location: Gardner</td>
<td>Location: Gardner</td>
</tr>
<tr>
<td>Cost: $169 (includes book/exam)</td>
<td>Cost: $33</td>
</tr>
</tbody>
</table>
### Basics Financial Accounting Concepts for Managers

Today's managers, whether supervisors or senior executives, are expected to understand and use financial and operational measures, prepare and utilize budgets, respond to inquiries about the financial consequences of actions taken by them or by their department or team, and understand and use financial and accounting terminology, the common language of business measurement. This course treats finance and accounting from the perspective of users of financial information, enhances your ability to communicate effectively with subordinates, other managers, senior executives, and accounting and finance professionals. It’ll offer managers the ability to use and analyze financial information to improve the performance of their operations and to identify and avoid potential problems. Prepare budgets, read, understand, and use financial and operational measures, manage short-term assets, and relate department performance to the big picture.

<table>
<thead>
<tr>
<th>CRN 60464</th>
<th>Section ERC</th>
<th>Date/Time: Tue &amp; Thu Jun 5 - 19 6 - 9 PM</th>
<th>Location: Athol</th>
<th>Cost: $199</th>
</tr>
</thead>
</table>

### BUDGETING FOR YOUR COMPANY

You’ll learn how to develop, implement, and maintain departmental budgets that support and contribute to the goals of the company as a whole. Covering both the planning and controlling sides of the budget system, you’ll learn how to document the company’s goals and performance objectives in financial terms and how to interpret the comparison of actual results with budgeted results. The learning objective is to develop and maintain an effective budgeting system.

<table>
<thead>
<tr>
<th>CRN 60466</th>
<th>Section ERC</th>
<th>Date/Time: Tue &amp; Thu Jul 10 - 24 6 - 9 PM</th>
<th>Location: Athol</th>
<th>Cost: $199</th>
</tr>
</thead>
</table>

### STARTING YOUR OWN BUSINESS

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

<table>
<thead>
<tr>
<th>CRN 60471</th>
<th>Section ER3</th>
<th>Date/Time: Mon July 23 – Aug 13 6 - 9 PM</th>
<th>Location: Athol</th>
<th>Cost: $119</th>
</tr>
</thead>
</table>

### INTERPRETATION OF FINANCIAL STATEMENTS

This course offers a basic introduction to financial statements. It explains in detail what information is contained in different financial reports, what analyses you can use to bring it out, and how to relate it to the overall health of the business. Participants will learn how to view financial statements in the context of the external economic conditions, read and interpret balance sheets, income statements, and statements of cash flows from a management perspective, and apply the right type of analysis (ratio, vertical, horizontal) to the right statement to uncover the information you need.

<table>
<thead>
<tr>
<th>CRN 60467</th>
<th>Section ERC</th>
<th>Date/Time: Tue &amp; Thu Jul 26 – Aug 9 6 - 9 PM</th>
<th>Location: Athol</th>
<th>Cost: $199</th>
</tr>
</thead>
</table>

### PROJECT MANAGEMENT RISKS AND COST ANALYSIS

This course will focus on risk in the context of project management, primarily in the area of risk’s effects on project costs, with emphasis on the many modern tools that help you and your organization quantify and manage project risk. We will follow the basic project risk management approach as laid out in A Guide to the Project Management Body of Knowledge (PMBOK® Guide), 4th Edition, popularly known as the PMBOK® Guide. The participants will perform a formal risk and cost analysis, apply the Earned Value Method to risk management, and adjust schedule and budget reserves appropriately for your project conditions.

<table>
<thead>
<tr>
<th>CRN 60468</th>
<th>Section ERC</th>
<th>Date/Time: Tue &amp; Thu Aug 14 – 28 6 - 9 PM</th>
<th>Location: Athol</th>
<th>Cost: $199</th>
</tr>
</thead>
</table>

### INTERMEDIATE FINANCIAL ACCOUNTING CONCEPTS FOR MANAGERS (BEYOND THE BASICS)

You’ll ease into each topic with a review of the basic terms and concepts, gradually build on the knowledge you already have, and never get bogged down in technical terminology that only an accountant or financial analyst would understand. Participants will learn how to use cost accounting methods to help optimize profit planning and strategic planning, apply financial knowledge to gain support for new plans, products, projects, or purchases, see the real importance of budgets and how they relate to goals of their department and organization, prepare on-target sales, production, and cash budgets, make informed management decisions by analyzing them from a financial point of view, and examine the performance of their department or product line so realistic bottom-line goals can be established.

<table>
<thead>
<tr>
<th>CRN 60465</th>
<th>Section ER2</th>
<th>Date/Time: Tue &amp; Thu Jun 21 - Jul 5 6 - 9 PM</th>
<th>Location: Athol</th>
<th>Cost: $199</th>
</tr>
</thead>
</table>

### STARTING YOUR OWN DIRECT SALES COMPANY TODAY

There are several different ways to start your own direct sales company. You can either sell for an existing company or create your own direct sales business from scratch. A direct sales business allows you to connect with customers one-on-one, in groups, home parties, through online sales, catalog sales or by phone. People in the direct selling industry are often known as independent consultants, distributors or representatives. Join us! Learn more about exciting business opportunities in your local community from examples: Mary Kay, Pampered Chef®, Scentsy Candles and Tupperware consultants. They’ll share their own personal experiences and tips, make starting your own direct sales company so much easier. Let these Consultants be your guide!

<table>
<thead>
<tr>
<th>CRN 60472</th>
<th>Section ERC</th>
<th>Date/Time: Wed Aug 22 6 - 9 PM</th>
<th>Location: Athol</th>
<th>Cost: $20</th>
</tr>
</thead>
</table>

### SCHOLARSHIP NOTE:

The Athol Community Development Block Grant has a limited number of tuition waivers from each of the above Entrepreneurship courses, available to income qualified residents from Athol, Phillipston, Royalston, and Petersham, awarded on a first come, first serve basis. Additionally, income eligible residents from the other five North Quabbin Towns of Erving, New Salem, Orange, Warwick and Wendell will be eligible for waivers as class limits allow.

For more information, or to see if you qualify, please contact Phil Delorey at the Athol Office of Planning and Development at 978-575-0301, or by emailing planning@townofathol.org.
**SUMMER CAMP REGISTRATION INFORMATION**

**Mail:** Download a registration packet at mwcc.edu/fitness and mail completed form along with payment to:
MWCC Fitness & Wellness Center
444 Green Street
Gardner, MA 01440

**Call** the Fitness and Wellness Center:
978-630-9212

**All Camps offer:**
- **Free Optional:** Free one-hour swim following all camps
- **Lunch:** Optional lunch for $23 per week for full-day camps. Campers may also bring their own lunch. Snacks and soda are available for sale during breaks.

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**EXTENDED DAY PROGRAM FOR CAMPS**
Available through MWCC’s Fitness Center.

<table>
<thead>
<tr>
<th>Time:</th>
<th>8 - 9 AM Extended Mornings and/or 3 - 5 PM Extended Evening</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Fitness &amp; Wellness Center, Gardner</td>
</tr>
<tr>
<td>Cost:</td>
<td>$25 Per Week Per Child</td>
</tr>
</tbody>
</table>

**BASEBALL CAMP - 30TH YEAR**

**Grades:** 2 - 12
**Camp Director:** George Biron, Anaheim Angels Scout.
Coach Biron brings his years of experience as a professional scout into teaching the fundamentals and strategies of the game. He and his experienced staff will cover all aspects of baseball ensuring all participants will leave better players.

| Date/Time: | Mon - Fri Jul 9 - 13, 9 AM - 3 PM |
| Location: | Gardner |
| Cost: | $175 |

**FUN IN THE SUN CAMP**

**Grades:** 1 - 6
**Camp Director:** Brian Burpee
Campers do it all from hiking, swimming, games, fun times, movies etc. One of our most popular camps in the past few years.

| Date/Time: | Mon - Fri Jul 16 – 20, 9 AM to 3 PM |
| Location: | Gardner |
| Cost: | $175 |

**SOCCER CAMP, DIRECTED BY FOOTOPIA**

**Grades:** 2 – 8
**Camp Director:** Gerry Padilla, Footopia Soccer
The most popular soccer camp in the area. Campers learn skills and strategies while having fun.

| Date/Time: | Mon – Fri Jul 23 – 27, 9 AM – 3 PM |
| Location: | Gardner |
| Cost: | $175 |

**BASKETBALL CAMP**

**Grades:** 2 - 8
**Camp Director:** Steve Hancock
Participants will do drills, play games, and have many opportunities for competitive skill games. Steve Hancock, head coach of the nationally-ranked Franklin Pierce University women’s basketball program, has run this camp for over 20 years.

| Date/Time: | Mon - Fri Jun 25 - 29, 9 AM to 12 NOON |
| Location: | Gardner |
| Cost: | $90 |
FIELD HOCKEY CAMP
Grades: 5 – 12
Camp Director: Sally Johnson, Head Coach Gardner High School
Learn the game of field hockey with drills and games with our experienced staff.
Date/Time: Mon – Fri Aug 6 – 10, 9 AM – 3 PM
Location: Gardner
Cost: $175

TENNIS LESSONS
Ages: 6 – 9
Week 1: Mon – Fri Jul 9 – 13, 9 – 10:30 AM
Week 2: Mon – Fri Jul 16 – 20, 9 – 10:30 AM
Week 3: Mon – Fri Aug 13 – 17, 9 – 10:30 AM
Ages: 10 – 15
Week 1: Mon – Fri Jul 9 – 13, 10:30 AM – 12 NOON
Week 2: Mon – Fri Jul 16 – 20, 10:30 AM – 12 NOON
Week 3: Mon – Fri Aug 13 – 17, 10:30 AM – 12 NOON
Location: Gardner
Cost: $100/week

SWIM LESSONS
Please contact 978-630-9212 about our summer swim lessons.

AMERICAN RED CROSS LIFEGUARD REVIEW
This course is intended for candidates who wish to re-certify their existing credential and learn the newly released ARC lifeguard program and material.
Date/Time: Mon & Tue Jun 11 & 12, 5 – 9 PM
Sat Jun 16, 9 AM - 5 PM
Location: Gardner
Cost: $80

AMERICAN RED CROSS LIFEGUARD CERTIFICATION COURSES
Session A – Pre-test:
Date/Time: Thu May 3, 7 – 9 PM
Course Dates: Sat May 5, 1 – 8 PM
Mon, Tue, Thu May 7, 8 & 10, 5 – 9 PM
Sat May 12, 1 – 8 PM
Session B – Pre-test:
Date/Time: Thu May 31, 7 – 9 PM
Course dates: Sat Jun 2, 11 AM – 7 PM
Mon, Tue, Thu Jun 4, 5 & 7, XXXX – XXX
Sat Jun 9, 11 AM – 7 PM
Location: Gardner
Cost: $200

AMERICAN RED CROSS WATER SAFETY INSTRUCTOR COURSE
The purpose of this course is to train instructor candidates to teach courses in the Red Cross Swimming and Water Safety Program.
Pre-test/Fit session: Fri Apr 27, 5 - 8:30 PM
Course Dates/Time: Sat May 5, 10 AM – 7 PM
Sun May 6, 1 – 7 PM
Sat May 12, 9 AM – 6 PM
Sun May 13, 1 – 7 PM
Location: Gardner
Cost: $200

MULTISPORT TEAM 2012 RACE CALENDAR
Save the dates for our 2012 racing events! Open to the public.
Sunday, July 1st
2nd Annual MWCC Summer Sprint Triathlon hosted at the PACC
Sunday, September 16th
2012 MWCC Multi Sport Team Bike Wachusett
Saturday, October 6th
2102 MWCC Multi Sport Team 5K run/walk & kids fun run
More information coming soon!
ONLINE TRAINING
No time to come to us? Let us come to you!

Online Noncredit Courses
MWCC is pleased to offer an array of non-credit courses through our partnerships with some of the top educational companies. To assure that you get your information in a timely manner, please email dwhitney@mwcc.mass.edu or call 978-630-9124 or 978-630-9525 to complete your registration.

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

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

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

Ed2Go
ED 2 GO Online Learning:
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: www.ed2go.com/mwcc/

1. Medical Terminology: A Word Association Approach
2. Accounting Fundamentals I and II
3. Creating Web Pages
4. Introduction to Microsoft Excel or Word 2010
5. Introduction to SQL
6. Speed Spanish
7. A to Z Grant Writing
8. Grammar Refresher
9. Project Management Fundamentals
10. Introduction to QuickBooks 2011
11. Explore a Career in Medical Coding
12. Introduction to CSS and XHTML
13. Introduction to PHP and MySQL
15. Introduction to Java Programming
16. Explore a Career as an Administrative Medical Assistant
17. Beginning Writer’s Workshop
18. Introduction to Photoshop CS5
19. Secrets of Better Photography
20. Computer Skills for the Workplace
21. Effective Business Writing
22. Introduction to C# Programming
23. Fundamentals of Supervision and Management
24. Administrative Assistant Fundamentals
25. Discover Digital Photography
26. Solving Classroom Discipline Problems
27. Introduction to Networking

Gatlin Education Services
GATLIN EDUCATION SERVICES is an online certification program. These self-paced programs can generally be completed in less than six months. Instructors are actively involved in students’ online learning experience. Each program includes everything needed to succeed (books, lessons, quizzes and assignments). The top five are listed below. For full descriptions, additional offerings and registration information go to: www.gatlin.com/mwcc

Pharmacy Technician (240 hrs)..........................$2095
Veterinary Assistant (240 hrs)..........................$1895
Forensic Computer Examiner (150 hours).........$3195
AutoCAD 2009 (150 hours)..............................$2095
Six Sigma Green Belt (100 hours)....................$1995
ONLINE TRAINING

Want a **FREE** Laptop?

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

**Thu, June 28th**
**12 Noon**
Mount Wachusett Community College
444 Green Street
Gardner, MA
978-630-9575

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

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

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

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

**MWCC: Satisfying All Your Employee Training Needs**

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

**Why Consider MWCC For All of Your Employee Training Needs?**

| Private Trainers offer high-quality training, utilizing trainers with expert credentials and real-world experience for $1,800-$4,500 per day of training. Trainers may also charge significant fees for Training Needs Analysis, Training Plan Development, Grant Writing Assistance, and Administration of Grant services. | MWCC offers high-quality training, utilizing trainers with expert credentials and real-world experience for **$800-$1,400** per day of training. MWCC offers Free Training Needs Analysis, Free Training Plan Development, Free Grant Writing Assistance, and Free Administration of Grant services. |

**Specialized training available in:**

- Lean
- Six Sigma
- Healthcare
- Business Practices
- Biomanufacturing
- Supervision/Leadership
- Banking & Finance
- And much more…

Help your business achieve the next level of success

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

Visit Workforce Development at mwcc.edu/wf, call 978-895-2893, or email j_riordon@mwcc.mass.edu for more information.
SOCIAL MEDIA FOR BUSINESS CERTIFICATE

Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization. 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. Whether you are new to social networks or already involved, you will come away with both an understanding of social networks and practical, how-to techniques to integrate social networks into your organization or business. Your instructors are outstanding practitioners who also speak, write, and train others on social networks. Three one-month courses; separate or as a certificate.

<table>
<thead>
<tr>
<th>Course</th>
<th>Cost:</th>
<th>Location:</th>
</tr>
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<tbody>
<tr>
<td>INTRODUCTION TO SOCIAL MEDIA</td>
<td>$195</td>
<td>Online</td>
</tr>
<tr>
<td>$495 as part of a certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MARKETING USING SOCIAL MEDIA</td>
<td>$195</td>
<td>Online</td>
</tr>
<tr>
<td>$495 as part of a certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTEGRATING SOCIAL MEDIA IN YOUR ORGANIZATION</td>
<td>$195</td>
<td>Online</td>
</tr>
<tr>
<td>$495 as part of a certificate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cost: $495 if all 3 courses are purchased as a certificate
$195 Per Course
All classes are delivered online

INTRODUCTION TO SOCIAL MEDIA
Get involved in the move from in-person to online communication. 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. Explore the options for your organization. Look at case studies of what other organizations are doing. Let your instructor guide your exploration of Facebook and YouTube. For anyone interested in social networks. Your instructor is a nationally known speaker, consultant and trainer on social networks and social media.

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

INTEGRATING SOCIAL MEDIA IN YOUR ORGANIZATION
Take away a practical strategy and techniques for implementing social networks for your organization or business. Learn how to create your own private social network using Ning, work socially using Google Docs and calendars, and move your web site to an interactive Web 2.0 site. Then your instructor will help you choose which social network tools are right for your situation, and then integrate them into your web site to develop a social networking strategy for your organization. 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.
GED TESTING
All GED testing registrations must be done at the Gardner Campus

Contact Information
Email: ged@mwcc.mass.edu
Phone: 978-630-9173
Angela Lunn-Marcus, Chief Examiner
Phone: 978-630-9173
Email: alunn-marcus@mwcc.mass.edu

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

GED Testing Registration
Registration must be done in person. The full test fee of $65 must be paid at the time of registration.
Cash, check, money order, or vouchers may be used for payment. Testing fees are nonrefundable.*
*Students who fail to show up for their scheduled exam will be charged $25 for each test they miss.

Age Requirements
Students must be at least sixteen years of age to register. Students under age eighteen must provide a letter from the last school they attended. They must also have a parent or guardian sign a verification of eligibility form.

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

Adult Basic Education & GED Preparation
The Regional Adult Education Center at MWCC offers Adult Basic Education (ABE), GED preparation, and English for Speakers of Other Languages (ESOL).
Classes are free of charge through funding from the Massachusetts Department of Education, Employment Links, and the Robinson Broadhurst Foundation.
Day and evening classes are available on an open-entry basis at four convenient locations. For more information please call:

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

Winchendon
Frederick Lapiere, 978-297-1667

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

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

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

English GED Testing
Call 978-630-9173 or email a_lunn-marcus@mwcc.mass.edu

<table>
<thead>
<tr>
<th>Registration Date</th>
<th>Testing Dates</th>
<th>Testing Times</th>
<th>Location</th>
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<tbody>
<tr>
<td>Wednesday, June 6, 2012 by appointment</td>
<td>Mon., June 25 Wed., June 27</td>
<td>3:30pm-8:00pm 3:30pm-8:00pm</td>
<td>Gardner-North Cafe</td>
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<tr>
<td>Wednesday, Aug 1, 2012 by appointment</td>
<td>Mon., Aug. 13 Wed., Aug. 15</td>
<td>3:30pm-8:00pm 3:30pm-8:00pm</td>
<td>Gardner-North Cafe</td>
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<td>Mar. 11, 2012 by appointment</td>
<td>Mon., Mar. 26 Wed., Mar. 28</td>
<td>3:30pm-8:00pm 3:30pm-8:00pm</td>
<td>Gardner-North Cafe</td>
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<td>Apr. 11, 2012 by appointment</td>
<td>Mon., Apr. 23 Wed., Apr. 25</td>
<td>3:30pm-8:00pm 3:30pm-8:00pm</td>
<td>North Cafe W11</td>
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<tr>
<td>Apr. 30, 2012 by appointment</td>
<td>Mon., May 14 Wed., May 16</td>
<td>3:30pm-8:00pm 3:30pm-8:00pm</td>
<td>W11 North Cafe</td>
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</table>

Examen de GED en Espanol
Llame al 978-630-9173 or e-mail a_lunn-marcus@mwcc.mass.edu para una cita

<table>
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<tr>
<th>Registrar</th>
<th>Fecha de Examen</th>
<th>Tiempo</th>
<th>Localizacion</th>
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<tr>
<td>6, de junio llama para una cita</td>
<td>lunes, 16 de julio</td>
<td>3:30-8:00pm 3:30-8:00pm</td>
<td>Leominster Campus 3rd Floor</td>
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<td>miércoles, 18 de junio</td>
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The college uses multiple mailing lists. If you receive a duplicate copy, please share it with a friend.

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### Noncredit Registration Form

Today's Date          Social Security#          Student ID# (if known)

Home Phone          Work Phone          Cell Phone          Email

Last Name          First Name          Middle Initial

Date of Birth          Male/Female          Previous Last Name

Street Address          City          State          Zip

Employer (if applicable)

Employer Street Address          City          State          Zip

Last Semester of MWCC Enrollment (if applicable)          Student Signature          Date

**Ethnic Background:** Please help us to determine how well MWCC serves our region by completing the following question.

Do you identify yourself as:
- [ ] Hispanic or Latino
- [ ] Not Hispanic or Latino

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

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

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

**Country of Birth (required):** __________

**Country of Citizenship (required):** __________

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<tr>
<th>CRN#</th>
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**Total:** $ __________

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**How to Register**

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

1. **By Phone:** Call 978-630-9525
2. **By Mail:** Mail registration forms to:
   MWCC Life Long Learning 444 Green Street
   Gardner, MA 01440
   Include a check or money order payable to MWCC.
3. **Credit/Debit card:**
   Visit mwcc.edu, click on ‘Pay for my Non-Credit Program’ or call 978-630-9157 with credit card information.
4. **Walk-in:** Stop by the Gardner, Leominster, or Devens Campus.