Start near. Go far.

Come discover the many educational opportunities that Mount Wachusett Community College can offer you. Whether you are a first time student or you are seeking to continue your education, MWCC can help you. Our programs are designed in collaboration with academic and industry professionals to ensure quality, relevance and rigor. At MWCC, you will get the education you deserve and the support you need, all at a cost you can afford.

In our programs, you’ll study a challenging curriculum, taught by top-notch faculty who are experienced in the fields they teach. In this booklet, explore our academic options in Business. Learn more about our degree and certificate programs in Accounting, Business Administration, Office Assistant, and Small Business Management. We are sure to have something that is just right for you.

Legend*

D = most classes are offered during the day
E = most classes are offered in the evening
G = most classes are offered at the Gardner campus
L = most classes are offered at the Leominster campus
O = most classes are offered online
T = can prepare students for transfer to a four-year institution
V = most classes are offered at the Devens campus

* The designation of class times, campus location and options are subject to change. Please note, coursework may require attendance at multiple campus locations and may include an online component.

To learn more about all of MWCC’s academic programs and gainful employment information, please visit mwcc.edu/programs.

Contact & Campuses

Office of Admissions
Tel: 978-630-9110
Fax: 978-630-9954
Email: admissions@mwcc.edu
Web: mwcc.edu/admissions

Financial Aid Office
Tel: 978-630-9169
Fax: 978-630-9459
Email: financialaid@mwcc.mass.edu
Web: mwcc.edu/financial

Student Accounts Office
Tel: 978-630-9386
Fax: 978-630-9459
Email: bursar@mwcc.mass.edu
Web: mwcc.edu/accounts

Testing Services
Tel: 978-630-9244 or 978-630-9220
Fax: 978-630-9278
Email: testingservices@mwcc.mass.edu
Web: mwcc.edu/testing

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

Devens
One Jackson Place
27 Jackson Road
Devens, MA 01434
978-630-9569

Leominster
100 Erdman Way
Leominster, MA 01453
978-630-9810

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Accounting/Bookkeeper
Certificate
This program is for those interested in accounting and computing work. Prepare for an entry-level career in accounting including: accounts receivable, accounts payable, payroll and data entry. This program is a great option if you are seeking a career change or job retraining.

Degree – Accounting Concentration
Understand the basic principles of accounting for the preparation of internal reports related to the management and decision-making processes of an accounting firm.

Business Administration
Degree – Transfer Concentration
This program, which includes a broad range of electives, will prepare you for a smooth transfer to a four-year college or university program in business administration, management, accounting or marketing. Many students pursue a business degree because they want a job that enhances their future earning power.

Degree – Career Concentration
Gain practical skill and a broad view of business to prepare you for positions in sales, accounting, advertising, and customer service. A business degree is often viewed as a vocational or job-focused degree because it provides students with the practical skills and knowledge most desired in the workplace.

Business Administration Certificate
Gain skills to obtain entry-level positions in business-related fields. Continue your education or use this certificate to enhance your current career. The certificate can be applied toward MWCC’s Business Administration - Career Concentration degree.

Hospitality
Certificate
The certificate courses provide students with a strong hospitality foundation while inspiring and teaching work ethics, cultural understanding and the leadership skills needed to function effectively in the hospitality industry.

Office Assistant
Certificate
This program provides students with the skills necessary for entry-level positions in a professional office environment such as keyboarding, ethics, and computer technologies.

Small Business Management
Certificate
Learn the latest concepts in financing, staffing, organizing, and running a small business. The certificate can be applied toward MWCC's Business Administration – Career Concentration degree.

Working hard to achieve career goals
“I started fresh at MWCC and it was the best decision I could have made for myself and my family.”
-Lawrence Nfor

Learn more about our students’ experiences at mwcc.edu/learn/stories