Small Business Courses  
Spring 2013

To Register, Call 1-800-472-4554 or Register Online at morainepark.edu

Locations

Beaver Dam Campus  
700 Gould Street  
Beaver Dam, WI 53916-1994

Fond du Lac Campus  
235 North National Avenue  
PO Box 1940  
Fond du Lac, WI 54936-1940

Hartford Regional Center  
805 Cedar Street  
Hartford, WI 53027

Ripon Regional Center  
850 Tiger Drive  
Ripon, WI 54971-0318

West Bend Campus  
2151 North Main Street  
West Bend, WI 53090-1598

145-424 Money Management for Small Business  
3 Hrs. - $39.50  
(62 & over $27.81)  
Manage your business finances wisely. Keeping careful track of your business's finances is one of those must-do tasks to keep your business healthy. Get clever tips for managing your business finances and building smart small business financial relationships.  
CRN: 31328  
West Bend Campus  
Wednesday 1/16/13  
5:30P-8:30P  
Instructor: Tom Lieven

145-402 Jumpstart Your Business Plan  
24 Hrs. - $500.00 + Books  
(62 & Over $432.89 + Books)  
Explore the essentials of business planning in this course designed specifically for anyone with an existing business, a business idea, or the desire to become an entrepreneur. Participants will apply the concepts of success, market, cash flow and operations planning while completing the process of writing a business plan to support turning your idea into reality.  
CRN: 31294  
Fond du Lac Campus  
Thursdays 2/28-4/4/13  
5:30P-9:30P  
Instructor: Randy Melzer

145-420 Marketing Your Small Business  
3 Hrs. - $39.50  
(62 & over $27.81)  
Discover the importance of knowing who your customer is and the techniques required for a successful marketing plan. Participants will apply concepts of product, price, promotion, and placement while understanding the critical role marketing plays in a small business.  
CRN: 31295  
Fond du Lac Campus  
Thursday 4/18/13  
5:30P-8:30P  
Instructor: Randy Melzer

145-422 Tax Deductions for Small Business  
3 Hrs. - $39.50  
(62 & over $27.81)  
Maximize your net profits and understand what is a legal deduction and what is not. Participants will learn to capture legal business deductions available to small business while avoiding the typical mistakes that are the downfall of many entrepreneurial ventures.  
CRN: 31296  
Beaver Dam Campus  
Thursday 5/2/13  
5:30P-8:30P  
Instructor: Tracy Lindgren

145-423 Web Site Design for Your Small Business  
3 Hrs. - $39.50  
(62 & over $27.81)  
Provide basic Web site design techniques and templates for anyone with an existing business that would like to improve or implement their Web site presence. Applies concepts of templates, graphic lay out, content and strategy to promote an on-line presence, increase traffic to a current Web site and improve customer satisfaction.  
CRN: 31299  
West Bend Campus  
Thursday 5/16/13  
5:30P-8:30P  
Instructor: Michael Hensen

Moraine Park Technical College does not discriminate on the basis of race, color, national origin, sex, disability or age in employment, admissions or its programs or activities. The following person has been designated to handle inquiries regarding the College’s nondiscrimination policies: Equal Opportunity Officer, Moraine Park Technical College, 235 North National Avenue, PO Box 1940, Fond du Lac, WI 54936-1940, 920-924-6459 or 920-924-3232.

Telephone Registration: To register, call one of the following numbers: 920-924-3207 Student Services Call Center; 1-800-472-4554 Any Other Location
Operator Hours: 7:30 a.m. - 7:00 p.m. — Monday through Thursday; 7:30 a.m. - 4:30 p.m. — Friday

Online Registration
Open your account to register for courses via myMPTC. Most Students are eligible to activate their account, but the following criteria has to be met:
You have to be a program student attending MPTC starting January 2007 or later OR You registered for a class that began August 26, 2008, or later. If you want to activate a new account and do not meet the above criteria, you will need to register in-person, by telephone or by mail.
Once your account is open, go to the Student tab and select Add/Drop Classes from Student Tools.
Payments are due at time of registration for all online, in person, phone and mail-in registrations. Pay at mymptc.morainepark.edu, Student tab, Student Tools, Make a Payment.