

# COMPUTER APPLICATIONS AND BUSINESS SKILLS, ASSOCIATE IN SCIENCE

The Computer Applications and Business Skills Associate in Science Degree adds to the foundation skills of the Computer Applications and Business Skills Certificate of Achievement to prepare students for a higher level of responsibility, to include functions in bookkeeping entries, more advanced word processing and spreadsheet skills, and a choice of other business skills often used within the scope of an office administration position. The productivity tools learned through this program are immediately applicable to office administration positions and will enhance effectiveness far into the future of any business career. Earning the Associate-level degree adds the additional dimension of general education.

Upon successful completion of the program, students will be able to:

- Apply basic information system concepts in a business environment.

## Associate in Science Degree Major Requirements

Code	Title	Units
<b>Required Core</b>		
Select one of the following:		0-1
BUSC 109	Keyboarding	
or typing proficiency test with a typing speed of 40 wpm with 5 or fewer errors in 5 minutes (0)		
BUSI 2	Business Communication	3
CSIS 1	Computer Information Systems	3
<i>MS Office Paths</i>		
Select one track from the following:		3
Track 1:		
BUSC 140	Computer Applications - Microsoft Office Word	
BUSC 150	Computer Applications - Microsoft Office Excel	
BUSC 160	Computer Applications - Microsoft Office PowerPoint	
Track 2:		
CSIS 50 & 50L	MS Office Applications and MS Office Applications Lab	
<i>Essential Skills</i>		
Select one essential skills course from the following:		2-3
BUSI 22	Effective Leadership	
BUSI 64	Customer Service	
WORK 96	Professional and Essential Skills	
WORK 97	Service Learning Work Experience	
WORK 98	Exploratory Work Experience	
WORK 99	Career-Focused Work Experience	
<i>Computerized Accounting Skills</i>		
BUSI 12B	QuickBooks Online Accounting	3
<i>Business Responsibility Area</i>		
Select two business responsibility area courses from the following:		6
BUSI 1	Introduction to Business	

BUSI 10	Business Mathematics	
BUSI 24	Business Ethics	
BUSI 40	Organizational Management	
BUSI 54	Marketing in the Digital Era	
<b>TOTAL MAJOR UNITS</b>		<b>20-22</b>
<b>Additional Requirements</b>		<b>38-39</b>
Complete Competency Requirement, general education pattern (MPC General Education or Cal-GETC), and electives, if needed, for a total of 60 degree-applicable units.		
<b>Total Units</b>		<b>60</b>

Please refer to the program requirements section of the Catalog for information about associate degree requirements and certificate requirements including Information Competency, and General Education requirements.

The model sequence of coursework below is one pathway for students to complete the program. The information below is not an official educational plan. An MPC Counselor can assist you with creating a personalized education plan based on your academic, career, and personal goals. Visit MPC's Counseling website for more information about Counseling and up-to-date program requirements.

## Suggested 2-Year Course Sequence

<b>Year 1</b>			
<b>Fall</b>			<b>Units</b>
ENGL C1000	Academic Reading and Writing		3
LIBR 50	Introduction to Library and Research Skills		1
BUSC 109	Keyboarding (or Typing Proficiency Test)		0-1
Select 2 courses from the following:			6
BUSI 1	Introduction to Business		
BUSI 10	Business Mathematics		
BUSI 24	Business Ethics		
BUSI 40	Organizational Management		
BUSI 54	Marketing in the Digital Era		
Select one of the following MS Office Options:			3
BUSC 140 & BUSC 150 & BUSC 160	Computer Applications - Microsoft Office Word and Computer Applications - Microsoft Office Excel and Computer Applications - Microsoft Office PowerPoint		
CSIS 50 & 50L	MS Office Applications and MS Office Applications Lab		
Elective (COUN 10 Recommended)			1
<b>Units</b>			<b>14-15</b>
<b>Spring</b>			
MPC GE Area 2 (STAT C1000, MATH 17, or MATH 18 Recommended)			4
BUSI 2	Business Communication		3
CSIS 1	Computer Information Systems		3
Electives (BUSI 12A Recommended)			3
MPC GE Area 7			3
<b>Units</b>			<b>16</b>

**Year 2****Fall**

BUSI 12B	QuickBooks Online Accounting	3
MPC GE Area 1B (ENGL C1001 Recommended)		3
MPC GE Area 3		5
MPC GE Area 5 & Lab		4
<b>Units</b>		<b>15</b>

**Spring**

BUSI 22	Effective Leadership	2-3
or BUSI 64	or Customer Service	
or WORK 96	or Professional and Essential Skills	
or WORK 97	or Service Learning Work Experience	
or WORK 98	or Exploratory Work Experience	
or WORK 99	or Career-Focused Work Experience	
MPC GE Area 4		3
MPC GE Area 6		3
Electives		6
<b>Units</b>		<b>14-15</b>
<b>Total Units</b>		<b>60</b>