

COMPUTER APPLICATIONS AND BUSINESS SKILLS, ASSOCIATE IN SCIENCE

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

Year 1

Fall		Units
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
Units		14-15

Spring

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
Units		16

Year 2

Fall		Units
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
Units		15

Spring

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