COMPUTER APPLICATIONS AND BUSINESS SKILLS, CERTIFICATE OF ACHIEVEMENT

The Computer Applications and Business Skills program adds to the foundation skills of the Microsoft Office Specialist 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.

Certificate of Achievement Requirements

Code	Title	Units
Required Core		
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
MS Office Paths		
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	
Essential Skills		
Select one of the following essential skills courses:		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	
Computerized Accounting Skills		
BUSI 12B	QuickBooks Online Accounting	3
Business Responsibility Area		
Select two of the following business responsibility area courses not already selected above:		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	
Total Units		**20-22**

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 Course Sequence

Year 1

Fall		Units
BUSC 109	Keyboarding (or Typing Proficiency Test)	0-1
BUSI 12B	QuickBooks Online Accounting	3
Select two of 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	
	Units	**12-13**
Spring		
CSIS 1	Computer Information Systems	3
BUSI 2	Business Communication	3
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
	Units	**8-9**
	Total Units	**20-22**