

COMPUTER APPLICATIONS AND BUSINESS SKILLS, CERTIFICATE OF ACHIEVEMENT

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	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	
Units		8-9
Total Units		20-22