

MICROSOFT OFFICE SPECIALIST, 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
BUSI 2	Business Communication	3
BUSI 64	Customer Service	3
BUSC 109	Keyboarding	1
BUSC 140	Computer Applications - Microsoft Office Word	1
BUSC 150	Computer Applications - Microsoft Office Excel	1
BUSC 160	Computer Applications - Microsoft Office PowerPoint	1
WORK 96 or WORK 97 or WORK 98 or WORK 99	Professional and Essential Skills or Service Learning Work Experience or Exploratory Work Experience or Career-Focused Work Experience	2
Units		12
Total Units		12