

BUSINESS - ACCOUNTING/ BOOKKEEPING, CERTIFICATE OF ACHIEVEMENT

The Business Accounting/Bookkeeping Certificate of Achievement is designed for students who seek the core technical skills required for an entry-level bookkeeping role in a small business. It introduces students to the basics of accounting, as well as to keyboarding and business machine skills. It also offers training in computerized accounting systems. Students planning to transfer to a university to earn a bachelor's degree should consider the Associate in Science for Transfer degree (AS-T) in Business Administration.

Learning Outcomes

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

- Apply generally accepted accounting principles and accounting fundamentals to complete the accounting cycle and communicate accounting information including utilizing necessary software tools.

Certificate of Achievement Requirements

Code	Title	Units
Required Core		
Select one of the following:		0-1
BUSC 109	Keyboarding for Computers or typing proficiency test with a typing speed of 21 wpm with 5 or fewer errors in 5 minutes (0)	
BUSI 110	Business Mathematics	3
BUSI 120A	Basic Accounting	4
BUSI 120B	QuickBooks Online Accounting Software	3
Select one of the following MS Office paths:		3
<i>Path 1</i>		
BUSC 140 & BUSC 150 & BUSC 160	Computer Applications - Microsoft Office Word and Computer Applications - Microsoft Office Excel and Computer Applications - Microsoft Office PowerPoint	
<i>Path 2</i>		
CSIS 50 & CSIS 50L	MS Office Applications and MS Office Applications Lab	
Total Units		13-14

Please refer to the graduation requirements section of the Catalog for information about degree and certificate requirements including Reading and Writing, Mathematics, 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		Units
Fall		
BUSC 109	Keyboarding for Computers (or Typing Proficiency Test)	1
BUSI 120A	Basic Accounting	4
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 & CSIS 50L	MS Office Applications and MS Office Applications Lab	
Units		8
Spring		
BUSI 120B	QuickBooks Online Accounting Software	3
BUSI 110	Business Mathematics	3
Units		6
Total Units		14

MPC "Ready to Work" Career Education programs offer students the opportunity to gain knowledge and skills needed for employment and job advancement.

All students should consult with a Counselor to discuss career pathways, for support with career exploration and planning, and to create a personalized education plan to help them meet their academic, career, and personal goals. Visit MPC's Counseling website for more information about Counseling services provided by MPC and to connect with a Counselor.

Additional resources are available through MPC's Career & Transfer Resource Center (CTRC). The CTRC offers career resources, workshops, guidance and referrals. Visit the CTRC for support finding online career information and other resources to explore majors, occupations, and employment information.