

BUSINESS - ACCOUNTING/ BOOKKEEPING, 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 for Computers (or Typing Proficiency Test)	0-1
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		7-8
Spring		
BUSI 120B	QuickBooks Online Accounting Software	3
BUSI 110	Business Mathematics	3
Units		6
Total Units		13-14