

BUSINESS - ACCOUNTING, CERTIFICATE OF ACHIEVEMENT

The Business-Accounting Certificate of Achievement supplements the Business-Accounting/Bookkeeping Certificate of Achievement by adding more advanced accounting skills, analysis tools, and business management context to equip the student to contribute more broadly to the success of a business. Students must complete the requirements of the Business Accounting/Bookkeeping Certificate of Achievement before or as part of this program. 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 using both manual and computerized systems.
- Prepare basic financial statements using manual and computerized systems.
- Demonstrate speed and accuracy in keyboarding skills.
- Process and communicate accounting information using integrated office applications software.
- Analyze, interpret, and communicate financial information.
- Apply basic mathematical analysis methods to understand, analyze and evaluate business activities.
- Analyze a variety of aspects of the business environment within which accounting operates to be able to make sound decisions balancing the needs of multiple stakeholders.
- Quantitatively analyze and select business strategies, plan for business performance, and evaluate internal business unit performance.

Certificate of Achievement Requirements

Code	Title	Units
Business Accounting/Bookkeeping Certificate of Achievement Requirements		
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	
Required Core		
BUSI 1A	Financial Accounting	4
BUSI 1B	Managerial Accounting	4
BUSI 24	Business Issues and Ethics	3
CSIS 1	Computer Information Systems	3
Select one course from the following:		3
BUSI 20	Introduction to Business	
BUSI 30	Global Management	
BUSI 44	Introduction to Business Ownership/Management	
Select one course from the following:		1-4
BUSI 60	Financial Planning and Money Management	
BUSI 62	Principles of Investment	
COOP 99	Career-Focused Work Experience	
ECON 1	The American Economic System	
Total Units		31-35

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)	0-1
BUSI 120A	Basic Accounting	4
BUSI 20 or BUSI 30 or BUSI 44	Introduction to Business or Global Management or Introduction to Business Ownership/ Management	3
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		10-11
Spring		
BUSI 120B	QuickBooks Online Accounting Software	3
BUSI 110	Business Mathematics	3
CSIS 1	Computer Information Systems	3
Units		9

Year 2

Fall

BUSI 1A	Financial Accounting	4
BUSI 24	Business Issues and Ethics	3
Units		7

Spring

BUSI 1B	Managerial Accounting	4
Select one of the following:		1-4
BUSI 60	Financial Planning and Money Management	
BUSI 62	Principles of Investment	
COOP 99	Career-Focused Work Experience	
ECON 1	The American Economic System (Recommended for AS degree)	
Units		5-8
Total Units		31-35

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.