

# BUSINESS - ACCOUNTING, 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
BUSI 20 or BUSI 44	Introduction to Business 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	
<b>Units</b>		<b>10-11</b>

### Spring

BUSI 120B	QuickBooks Online Accounting Software	3
BUSI 110	Business Mathematics	3
CSIS 1	Computer Information Systems	3
<b>Units</b>		<b>9</b>

### Year 2

Fall		Units
BUSI 1A	Financial Accounting	4
BUSI 24	Business Issues and Ethics	3
<b>Units</b>		<b>7</b>

### 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	
ECON 1	The American Economic System (Recommended for AS degree)	
WORK 99	Career-Focused Work Experience	
<b>Units</b>		<b>5-8</b>
<b>Total Units</b>		<b>31-35</b>