

# BUSINESS - ENTRY LEVEL OFFICE WORKER, CERTIFICATE OF ACHIEVEMENT

The Entry Level Office Worker Certificate of Achievement is designed to develop foundational office skills that prepare students for entry level office employment. Students have the opportunity to earn Microsoft Office Specialist Certifications.

## Learning Outcomes

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

- Demonstrate office skills for a broad range of entry-level business positions.

## Certificate of Achievement Requirements

Code	Title	Units
<b>Required Core</b>		
BUSC 109	Keyboarding for Computers	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
BUSI 64	Customer Service	3
BUSI 70	Business Communication	3
<b>Total Units</b>		<b>10</b>

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.

### Year 1

Fall		Units
BUSC 109	Keyboarding for Computers	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
BUSI 64	Customer Service	3
BUSI 70	Business Communication	3
<b>Units</b>		<b>10</b>
<b>Total Units</b>		<b>10</b>

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.