

# BUSINESS - ENTRY LEVEL OFFICE WORKER, CERTIFICATE OF ACHIEVEMENT

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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>