

BUSINESS - ENTRY LEVEL OFFICE WORKER, NONCREDIT CERTIFICATE OF COMPLETION

The Entry Level Office Worker Certificate of Completion is designed to recognize the development of foundational office skills required for entry level office employment. Courses included in this certificate prepare students to take corresponding Microsoft Office Specialist industry certification exams.

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.

Noncredit Certificate of Completion Requirements

Code	Title	Units
Required Core		
BUSC 409	Keyboarding for Computers (51 Hours)	0
BUSC 440	Computer Applications - Microsoft Office Word (51 Hours)	0
BUSC 450	Computer Applications - Microsoft Office Excel (51 Hours)	0
BUSC 460	Computer Applications - Microsoft Office PowerPoint (51 Hours)	0
BUSI 464	Customer Service (51 Hours)	0
Total Hours		255
Total Units		0

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 409	Keyboarding for Computers	0
BUSC 440	Computer Applications - Microsoft Office Word	0
BUSC 450	Computer Applications - Microsoft Office Excel	0
BUSC 460	Computer Applications - Microsoft Office PowerPoint	0

BUSI 464	Customer Service	0
Units		0
Total Units		0

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.