

BUSINESS - ENTRY LEVEL OFFICE WORKER, NONCREDIT CERTIFICATE OF COMPLETION

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