BUSINESS - OFFICE ADMINISTRATION, CERTIFICATE OF ACHIEVEMENT

The Office Administration program adds to the foundation skills of the Business Information Worker Certificate of Achievement to prepare students for a higher level of responsibility, to include functions in bookkeeping entries, more advanced word processing and spreadsheet skills, and a choice of other business skills often used within the scope of an office administration position. The productivity tools learned through this program are immediately applicable to office administration positions and will enhance effectiveness far into the future of any business career. Earning the Associate-level degree adds the additional dimension of general education.

Learning Outcomes

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

- Produce documents and process information utilizing Microsoft Office.
- Apply basic information system concepts in a business environment.
- Demonstrate professional communication and appropriate office etiquette.
- Utilize business accounting software.
- Perform additional activities typically assigned to office personnel.

Certificate of Achievement Requirements

Code	Title	Units
Required Core		
Select one of the following:		0-1
BUSC 109	Keyboarding for Computers	
or typing proficiency test with a typing speed of 40 wpm with 5 or fewer errors in 5 minutes (0)		
BUSI 70	Business Communication	3
CSIS 1	Computer Information Systems	3
MS Office Paths		
Select one track from the following:		3
Track 1:		
BUSC 140	Computer Applications - Microsoft Office Word	
BUSC 150	Computer Applications - Microsoft Office Excel	
BUSC 160	Computer Applications - Microsoft Office PowerPoint	
Track 2:		
CSIS 50 & CSIS 50L	MS Office Applications and MS Office Applications Lab	
Soft Skills		
Select one of the following soft skills courses:		3
BUSI 22	Effective Leadership in Business	
BUSI 64	Customer Service	
Computerized Accounting Skills		
BUSI 120B	QuickBooks Online Accounting Software	3
Business Responsibility Area		
Select two of the following business responsibility area courses not already selected above:		6
BUSI 20	Introduction to Business	
BUSI 22	Effective Leadership in Business	
BUSI 54	Introduction to E-Marketing	
BUSI 110	Business Mathematics	
Total Units		**21-22**

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.

Suggested Course Sequence

Year 1

Fall		Units
Select two of the following:		6
BUSI 20 or BUSI 22 or BUSI 54 or BUSI 110	Introduction to Business or Effective Leadership in Business or Introduction to E-Marketing or Business Mathematics	
BUSC 109	Keyboarding for Computers (or Typing Proficiency Test)	1
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	
	Units	**10**
Spring		
BUSI 70	Business Communication	3
BUSI 120B	QuickBooks Online Accounting Software	3
CSIS 1	Computer Information Systems	3
BUSI 22 or BUSI 64	Effective Leadership in Business or Customer Service	3
	Units	**12**
	Total Units	**22**

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.