

# BUSINESS - OFFICE ADMINISTRATION, 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.

## 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	
<b>Units</b>		<b>10</b>
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
<b>Units</b>		<b>12</b>
<b>Total Units</b>		<b>22</b>