

BUSINESS TECHNOLOGY, CERTIFICATE OF ACHIEVEMENT

The Business Technology Certificate of Achievement program is designed for students who seek the core business technology skills to incorporate technology into a small business. This program is designed for students who want to add technology abilities to their current skill set without the additional coursework of a broader education. For further studies consider the Business Administration Associate in Science degree with an emphasis in Business Technology or a Computer Science degree. Students planning to transfer to a university to earn a bachelor's degree should consider the Associate in Science in Business Administration 2.0 for Transfer (AS-T in Business Administration 2.0) degree or the Associate in Science in Computer Science (Computer Science AS-T).

Learning Outcomes

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

- Identify and apply fundamental business technology resources appropriate to a small business environment.

Certificate of Achievement Requirements

Code	Title	Units
Required Core		
Select five courses from the following:		14-16
BUSI 12B	QuickBooks Online Accounting	
BUSI 54	Marketing in the Digital Era	
CSIS 1	Computer Information Systems	
CSIS 50 & 50L	MS Office Applications and MS Office Applications Lab	
CSIS 75	Introduction to Computer Hardware/A+ Prep	
CSIS 76A	Cisco Certified Network Associate (CCNA) 1	
CSIS 86	Network Security Fundamentals/Security+ Prep	
CSIS 98	Project Development	
Select one course from the following:		2
WORK 96	Professional and Essential Skills	
or WORK 99	Career-Focused Work Experience	
or WORK 98	Exploratory Work Experience	
or WORK 97	Service Learning Work Experience	
Total Units		16-18

Please refer to the program requirements section of the Catalog for information about associate degree requirements and certificate requirements including 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 five courses from the following:		14-16
BUSI 12B	QuickBooks Online Accounting	
BUSI 54	Marketing in the Digital Era	
CSIS 1	Computer Information Systems	
CSIS 50 & 50L	MS Office Applications and MS Office Applications Lab	
CSIS 75	Introduction to Computer Hardware/A+ Prep	
CSIS 76A	Cisco Certified Network Associate (CCNA) 1	
CSIS 86	Network Security Fundamentals/Security+ Prep	
CSIS 98	Project Development	
Select one course from the following:		2
WORK 96	Professional and Essential Skills	
or WORK 99	Career-Focused Work Experience	
or WORK 98	Exploratory Work Experience	
or WORK 97	Service Learning Work Experience	
Units		16-18
Total Units		16-18

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.