

# BUSINESS TECHNOLOGY, CERTIFICATE OF ACHIEVEMENT

information and other resources to explore majors, occupations, and employment information.

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 degree with an emphasis in Business Technology or a Computer Science and Information Systems degree. Students planning to transfer to a university to earn a bachelor's degree should consider the Associate in Science in Business Administration for Transfer (Business Administration AS-T) degree or the appropriate CSIS transfer program.

## Learning Outcomes

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

- Utilize fundamental business technology resources appropriate to a small business environment.

## Certificate of Achievement Requirements

Code	Title	Units
<b>Required Core</b>		
Select 15 units from the following:		15
BUSI 54	Introduction to E-Marketing	
BUSI 120B	QuickBooks Online Accounting Software	
CSIS 1	Computer Information Systems	
CSIS 50 & CSIS 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	
<b>Total Units</b>		<b>15</b>

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.

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