



Certificate/AS - General Business 23-24

Recommended Plan of Study - Counseling

All courses with a + sign indicate a pre-requisite or co-requisite

	Units		Units	GP
Term 1 (Fall/Spring: Max. 19 units, 12-15 u. recommended)		Term 4 (Fall/Spring: Max. 19 units, 12-15 u. recommended)		
#BUS 105, Business Mathematics	3	BUS 113+, Business Communications	3	
BUS 111, Business English	3	BUS 121, Fundamentals of Investments & Personal Finance	3	
G.E. Area D2 # CA 103, Intro. to Computers and Digital Technology	3	Concentration Course (from choose option: MKTG 112 or MGT 115)	3	
G.E. Area E (Additional Breadth) #HD 101	3	General Elective:	3	
# Courses Recommended: Total	12	Total	12	
Term 2 (Fall/Spring: Max. 19 units, 12-15 u. recommended)		Term 5 (Fall/Spring: Max. 19 units, 12-15 u. recommended)		
#ACCT 111, Bookkeeping	3	BUS 201, Business Law	3	
#CA 121, Microcomp. Spreadsheets	3	G.E. Area F # BUS 212, Women in Organizations	3	
Concentration Course (from choose option: MKTG 101 or MGT 101)	3	G.E. Area A #BIOL 104	3	
G.E. Area D1 (English 101+)	3	Concentration Course (from choose option: MKTG 130 or MGT 121)	3	
Total	12	General Elective:	3	
Term 3 (Summer: Max. 15 units, 12 units recommended)		Total	15	
G.E. Area B BUS 101, Introduction to Business	3	Graduate		
G.E. Area C #MUSC 102	3			
General Elective: #POLS 101	3			
Total	9			

Take Summer classes if needed to complete the program in a timely manner.

The state requires all students to have a Comprehensive Educational Plan. Make a counseling appointment as soon as enrollment is established on any term. Come by the Counseling Center or call. Online Counseling is available: <https://www.avc.edu/student-services/counseling>

	Units		Units
Certificate/Major Required Courses:		Area B Social & Behavioral Sciences: (min. 3 units)	
ACCT 111, Bookkeeping <i>or</i> ACCT 201, Financial Accounting	3-4	AJ 201, 204, 206	
BUS 101, Introduction to Business	3	ANTH 102, 103, 110, 112, 140	
BUS 105, Business Mathematics <i>or</i> MATH 115+ Stats, <i>or</i> MATH 116+, Introduction to Statistics Using R <i>or</i> MATH 124+ Finite Math	3-4	BUS 101, 212	
BUS 111, Business English	3	CFE 102	
BUS 113+, Business Communications	3	COMM 217+	
BUS 121, Fundamentals of Investments & Personal Finance	3	DFST 105, 106, 110	
BUS 201, Business Law	3	ECON 100, 101+, 102+, 110	
BUS 212, Women in Organizations	3	GEOG 105, 106, 110	
CA 103, Intro. to Computers and Digital Technology <i>or</i> CIS 101, (INACTIVE COURSE) Intro. to Computer Information Science	3	HIST 101, 102, 104, 105, 107, 108, 110, 111, 113, 114, 116+, 118, 119	
CA 121, Microcomp. Spreadsheets <i>or</i> CA 111, MS Word.	3	POLS 101, 103, 200, 201+, 202+, 203+	
Concentration-Select an Option & Complete the Listed Crses: (9)		PSY 101, 200+, 201+, 212+, 230+, 232, 233+, 234+, 235+, 236+	
Marketing Concentration Required Courses:		SOC 101, 105, 110, 111, 112, 115, 116, 120, 200+	
MKTG 101, Principles of Marketing	3	Area C Humanities: (min. 3 units)	
MKTG 112, Introduction to Advertising	3	ART 100, 101, 102, 103, 104, 106, 110, 113, 120, 132, 135, 136+, 137+, 140,	
MKTG 130, Digital Marketing	3	145, 150, 163+, 170+, 210+, 213+	
Management Concentration Required Courses:		CHIN 101, 102+, 201+, 202+	
MGT 101, Management Principles	3	COMM 112, 114, 214+, 217+, 219+	
MGT 115, Human Behavior in Organizations	3	DA 101	
MGT 121, Human Resources Management	3	DFST 101, 102+, 105, 106, 201+, 202+	
Units Required for the Certificate/Major: 39-41		ENGL 102, 111+, 112+, 221+, 222+, 225+, 227+, 230+, 231+, 235+, 242+, 253+, 256+, 257+, 259+, 265+, 279+	
<i>other requirements for degree</i>		FREN 101, 102+, 201+, 202+, 203+	
General Education	21-24	FTV 101, 103, 107, 108, 201, 203, 241, 251, 261	
Proficiency (See Proficiency Requirements)	*	GER 101, 102+, 201+, 202+	
Electives	0	HIST 101, 102, 104, 105, 107, 108, 110, 111, 113, 115, 118, 119	
Minimum Units Required for AS Degree 60		LATN 101, 102+,	
Other Requirements:		MUS 101, 105, 111, 121+, 131, 132+, 151+, 153+, 185+, 231+, 232+, 251A+, 251B+, 253A+, 253B+	
• Minimum grade of "C" required on each course		MUSC 102, 103, 107, 108, 109	
• Maximum of 12 pass/no-pass units accepted for the Degree and 6 units for a Certificate		NF 150	
• Refer to catalog or online website for course listings and descriptions		PHIL 105, 106, 108, 109	
AS General Education: At least 3 units from each of the following areas below:		PHOT 107	
A, B, C, D1, D2, E, and F. Minimum Total GE Units Required 21		PHTC 101, 150+, 201+	
Area A Natural Sciences: (min. 3 units)		SPAN 101, 110SS, 102+, 201+, 202+, 210SS+, 220SS+	
ANTH 101, 101L		THA 101, 102, 103, 110, 115A, 115B+, 116A+, 116B+, 117A+, 117B+, 118A+, 118B+, 121A, 121B, 130, 133, 225+, 239	
ASTR 101+, 101L+		Area D Language & Rationality: (min. 3 units from (1) and 3 units from (2))	
BIOL 100, 101+, 101L+, 102, 103, 104, 110+, 120+, 201+, 202+, 204+,		1. <i>Academic Composition:</i> Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.	
CHEM 101+, 102+, 110+, 120+, 210+, 220+		ENGL 101+	
ELTE 101		2. <i>Communication and Analytical Thinking</i>	
ERSC 101+		BUS 113+	
GEOG 101+, 101L+, 102, 102L+		CA 103	
GEOL 101+, 101L+, 102+, 102L+		CS 120, 121, 122, 123	
PHYS 101, 102+, 110+, 120+, 211+		COMM 101, 107, 109, 112, 114, 115, 217+, 219+	
PSCI 101		ENGL 102+, 103+	

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GEOG 201, 205
 MATH 110+, 115+, 116+, 120+, 124+, 128+, 135+, 140+, 148+
 150+, 160+, 220+, 230+, 250+
 PHIL 101, 106, 110, 201+

Area E - Additional Breadth: (min. 3 units)

From areas A**, B**, C**, D2,** or

DA 111
 HD 100, 101, 102, 103, 105
 HE 101, 120, 201
 KINT 100
 LIB 107, 110
 NF 100, 102, 103, 110

Any DA activity course(s) from DA102-205, except DA 107A-C, 108, 109, and 111. Any Kinesiology Fitness (KINF) activity course, Intercollegiate Athletics (IATH) activity course, or up to 4 units for military experience.

**** Courses must be taken from a discipline not previously selected.**

Area F Diversity Studies: (min. 3 units)

ANTH 102, 112	FTV 201, 203
BUS 212	HE 201+
CFE 116+	HIST 110, 111, 113
COMM 114, 217+, 219+	MUSC 107, 108
DFST 105, 106	POLS 202+
ECON 110	SOC 105, 110, 116
ENGL 250+, 253+, 256+, 257+, 259+	THA 239

Advisory: A condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

Prerequisite: A condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. Prerequisites are enforced and a student will be blocked from enrolling or involuntarily dropped after enrolling if the student does not meet the stated prerequisite. A student must complete a course prerequisite with a satisfactory grade of A, B, C or P (pass).

Corequisite: A condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course. Corequisites are enforced and a student will be blocked from enrolling if the student does not meet the stated co-requisite.

Proficiency Requirements

Proficiency requirements exist for the areas of Writing and Math. Students must demonstrate competency in each of these areas in order to be eligible for the associate degree.

A. WRITING

Completion of ENGL 101 with a minimum grade of "C." NOTE: ENGL 101 may be taken with the Pass/No Pass option; however, students are cautioned that other colleges and universities may not accept ENGL 101 courses taken on a Pass/No Pass basis, especially for satisfaction of general education and major requirements. Students planning to transfer should check college catalogs for applicable policies.

B. MATHEMATICS

Completion of MATH 102 or higher or CIS 121 with a satisfactory grade or placement by AVC assessment into a math course higher than MATH 102.

***Fulfilling proficiencies** will not require any extra units if the competencies are demonstrated by including the required courses in the general education, or major requirements, or by satisfying the reading proficiency through AVC's policy.

Electives: The remaining number of units (up to a minimum of 60) are considered electives. Any course that has already been counted toward (1) the general education requirements, or (2) the major, cannot be used as an elective. Any course with a designation of "AVC" at the end of a course description can be used as an elective.

Grade Point Average Requirement: An overall grade point average of 2.0 ("C" average) is required.

Double Counting: While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes. A course may be used to satisfy both a general education requirement and a major or area of emphasis requirement.

• Residency: Minimum of 12 units completed at AVC with a minimum of 9 of those units completed from the certificate/major. (credit earned by examination will not be included in these 12 units) Title 5, Section 54000:<http://ccr.oal.ca.gov>

Requirements for Two or More Associate Degrees: To be eligible for multiple associate degrees, a student must have completed all of the graduation requirements for each degree.

Transfer: Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center or the Counseling Center and consult with a counselor as soon as possible to develop a plan of studies. Additional preparation for the major information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

The "Catalog Rights Policy" sets forth the criteria used for determining the degree requirements under which students may graduate. Please refer to the AVC Catalog for a detailed description or consult with a counselor.