

26-27 A.S. Business Information Professional (BIP)



ABOUT THIS MAJOR

The Business Information Professional is designed to prepare students for careers in business office environments where they can demonstrate advanced computer literacy with respect to computer hardware and software applications, develop advanced keyboarding skills, adeptly function in word processing, spreadsheets, PowerPoint, and database software as well as perform advanced business office tasks in business math and accounting (QuickBooks). The Business Information Professional program offers three certificates as well as an Associates Degree in Science. These progressive levels of expertise are designed to enable students to gain or enhance their employment in the business office and administrative fields. For more information on Business, visit the [Social and Behavioral Sciences](#) division.

TO EARN A DEGREE A STUDENT MUST COMPLETE THE FOLLOWING:

- [1] Completion of a minimum of 60-semester units or 90 quarter units of degree applicable courses
- [2] A minimum of 18-semester units in a major
- [3] Completion of 21 units AVC General Education Requirements
- [4] Minimum overall grade point average of 2.0
- [5] A "C" or better in all courses required for the major

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[Total Units Required for the Major 32]

Program Prerequisites: (32 units)	
Level 1 Quick Start Certificate of Achievement	
BIP100 - Intro to Business Information Professional	3
BIP105 - Computer Literacy	1
BIP106 - MS Outlook	1
BIP110 - Keyboarding I	1
BIP111 - MS Word I	1
BIP112 - MS Excel I	1
BIP114 - MS PowerPoint I	1
BIP115 - Practical Math for Business Consumers	3
Level 2 Certificate of Achievement	
*BIP 100 & BIP 115 NOT REQUIRED if completed in BIP Level 1	
BIP113 - MS Access I	1
BIP120 - Keyboarding II	1
Prerequisite: Completion of or concurrent enrollment in BIP 110.	
BIP121 - MS Word II	1
Prerequisite: Completion of or concurrent enrollment in BIP 111	
BIP122 - MS Excel II	1
Prerequisite: Completion of or concurrent enrollment in BIP 112	
BIP123 - MS Access II	1
BIP125 - Adobe Acrobat	1
BIP126 - Workplace Communication	3
BIP127 - Introduction to Accounting	3
Prerequisite: Completion of BIP 115.	
Level 3 Certificate of Achievement	
BIP124 - MS PowerPoint II	1
Prerequisite: Completion of or concurrent enrollment in BIP 114	
BIP130 - Keyboarding III	1
Prerequisite: Completion of or concurrent enrollment in BIP 120.	
BIP131 - MS Word III	1
Prerequisite: Completion of or concurrent enrollment in BIP 121.	
BIP132 - MS Excel III	1
Prerequisite: Completion of or concurrent enrollment in BIP 122.	
BIP133 - MS Access III	1
Prerequisite: Completion of or concurrent enrollment in BIP 123.	
BIP150 - Business Information Professional	3

RECOMMENDED PATHWAY

A.S. Business Information Professional

The Recommended Plan of Study is determined by the discipline faculty. Take classes in Summer or Intersession if needed to complete your degree in a timely manner!

Fall/Spring: Max 19 units | Summer: Max 9 units | Intersession: Max 6 units

SEMESTER 1	
Course	Units
BIP 100	3
BIP 105	1
BIP 106	1
BIP 110	1
BIP 111	1
BIP 112	1
BIP 114	1
AVC GE Area 2: Math Concept. & Quant. Rsnng	3
BIP 115	3
Total Units	15

SEMESTER 2	
Course	Units
BIP 113	1
BIP 120	1
BIP 121	1
BIP 122	1
BIP 123	1
BIP 125	1
BIP 126	3
AVC GE Area 1A: ENGLC1000	4
BIP 127	3
Total Units	16

SUMMER 1	
Course	Units
GENERAL ELECTIVE	2
Total Units	2

SEMESTER 3	
Course	Units
BIP 124	1
BIP 130	1
BIP 131	1
BIP 133	1
BIP 150	3
AVC GE Area 1B: Oral Communication	3
AVC GE Area 3: Arts & Humanities	3
Total Units	14

SEMESTER 4	
Course	Units
AVC GE AREA 5: NATURAL SCIENCE	3
AVC GE AREA 4: SOCIAL & BEHAV. SCIENCE	3
AVC GE Area 6: Ethnic Studies	3
GENERAL ELECTIVE	3
GENERAL ELECTIVE	1
Total Units	13
TOTAL UNITS	60

2026-2027 AVC General Education Requirements

Advising Form Effective Fall 2026 - Summer 2027

GE AREA	COMPLETED	IN PROGRESS	NEED	The requirements for an AA or AS degree include the following: 1. A minimum of 60 semester units; with at least 12 semester units completed in residence at AVC for an AA/AS degree (credit earned by examination will not be included in these 12 units); maximum of 12 pass/no-pass credit units can be accepted towards an AA/AS degree. 2. Refer to each individual program for major requirements. All major courses as specified in the AVC catalog <u>must</u> be completed with a grade of "C" or better. 3. An overall grade point average (GPA) of 2.0 ("C" average) is required. Double counting: While a course may 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. Prerequisite: If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. A satisfactory grade is a grade of "A," "B," "C" or "P". Students who enroll in classes for which they do not meet the prerequisites will be involuntarily dropped. Students will be notified of this involuntary drop. <u>Complete at least 3 semester units from each of the following areas below: 1A, 1B, 2, 3, 4, 5, and 6. Completion of 1a requires a minimum a grade of "C" or "P". Minimum Total GE Units Required 21 semester units or 28-31.5 quarter units.</u>
				AREA 1: ENGLISH COMPOSITION, ORAL COMMUNICATION, AND CRITICAL THINKING 2 courses required, one from Area A and one from Area B, 6 semester or 8 quarter units
1A				Group A: English Composition: ENGL C1000, ENGL C1000H
1B				Group B: Oral Communication and Critical Thinking: COMM C1000, C1000H; ENGL C1001, C1001H, C1002, C1002H; PHIL 201
				AREA 2: Mathematical Concepts and Quantitative Reasoning 1 course, 3 semester or 4 quarter units
2				MATH 103, 110, 116, 124, 128, 140, 148, 149, 150, 150H, 160, 220, 230, 250; STAT C1000, C1000H
				AREA 3: ARTS AND HUMANITIES 1 courses, 3 semester units or 4 quarter units
3				ART 100, 103, 104, 106, 113, 132, 135, 137, 140, 145, 163, 170, 213; ARTH C1100, C1100H, C1200, C1200H; CHIN 101, 102, 201, 202; DFST 101, 102, 201, 202; COMM 112, 114, 217, 219; DA 101, 113; ENGL 114, 221, 222, 225, 227, 230, 231, 235, 242, 253, 253H, 256, 257, 259, 265, 279, C1002, C1002H; FREN 101, 102, 201, 202, 203; FTV 101, 107, 108, 201, 203, 251, 261; GER 101, 102, 201, 202; HIST 104, 105, 110, 110H, 111, 111H, 113, 115, 119, C1001, C1001H, C1002, C1002H; LATN 101, 102, 201; MUS 101, 101H, 105, 106, 110, 111, 120, 151; MUSC 102, 103, 107, 108, 109; PHIL 105, 105H, 106, 108, 109, 230, 240; NF 150; PHOT 107; PHTC 101, 150, 201; SPAN 101, 102, 110SS, 201, 202, 203, 210SS, 220SS; THA 101, 101H, 102, 103, 104, 106, 110, 111, 130, 225, 239, 239H, 240
				AREA 4: SOCIAL AND BEHAVIORAL SCIENCE 1 course, 3 semester units or 4 quarter units
4				AJ 206; ANTH 102, 103, 110, 112, 112H, 140; BUS 212; CFE 102, 103; DFST 105, 106, 110; ECON 100, 110, C2001, C2001H, C2002, C2002H; GEOG 105, 106, 110; HIST 104, 105, 110, 110H, 111, 111H, 113, 114, 116, 118, 119, C1001, C1001H, C1002, C1002H; POLS 103, 200, 201, 202, 203, C1000, C1000H; PSY 200, 201, 212, 230, 232, 233, 234, 235, 236; PSYC C1000, C1000H; SOC 105, 110, 111, 112, 115, 116, 120, 200; SOCI C1000, C1000H
				AREA 5: NATURAL SCIENCES 1 course, 3 semester units or 4 quarter units
5				ANTH 101, 101H; ASTR C1001, C1001H; BIOL 100, C1001#, 102, 103, 104, 104H, 110, 120, 201, 202, 204, 205; CHEM 101, 102, 110, 120, 210, 220; ELTE 101; ERSC 101; GEOG 101, 102; GEOL 101, 101H, 102; PHYS 101, 102, 110, 120, 211; PSCI 101 # Students must register separately for the required lab component of BIOL 101L
				AREA 6: ETHNIC STUDIES 1 course, 3 semester units or 4 quarter units
6				ETHN 101, 102, 110, 111, 112, 113, 114; ENGL 257 or ETHN 257EN

COUNSELING NOTE SECTION

Prerequisite: If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade to enroll in the next course. A satisfactory grade is a grade of "A," "B," "C" or "P". Students who enroll in classes for which they do not meet the prerequisites will be involuntarily dropped. Students will be notified of this involuntary drop. Title 5, Section 55200(d)

Application for Graduation:

Antelope Valley College awards degrees three times annually following the Fall, Spring, and summer semesters. Students must apply for graduation to earn their degree or certificate. Applications are due by September 6 for spring/summer graduates and by February 14 for fall graduates.

AVC 26-27 CATALOG: [ACADEMIC POLICIES](#)

INFORMATION and RESOURCES

Tutoring Assistance
Transfer Center
Basic Needs

Career Center
Office of Students with Disabilities
Financial Aid

AVC Student Health Services
Palmdale Center
Counseling Division