

26-27 Cert. Business Information Professional II (BIP2)



ABOUT THIS MAJOR

Upon successful completion of the Level II Business Information Professional Certificate students should be able to: demonstrate intermediate computer literacy with respect to computer hardware and software applications, develop intermediate keyboarding skills, use word processing, spreadsheets, and database software to perform beyond basic business office tasks, as well as apply graphics and written communication skills in various business and office environments. BIP Level I certificate must be completed before attempting this certificate. Students who successfully complete the certificate requirements may apply for entry-level positions in administrative support, office coordination, data management, customer service support, and general business office operations. 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 Major & Program Electives Courses
- [2] Minimum grade point average of 2.0
- [3] A C or better in all courses required for the major

Cert. BIP Level II - Business Information Professional BIP2)

[Total Units Required for the Major 12]

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.	

RECOMMENDED PATHWAY

BIP Level II - Business Information Professional

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

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

SEMESTER 1	
Course	Units
BIP 113	1
BIP 120	1
BIP 121	1
BIP 125	1
Total Units	4

SEMESTER 2	
Course	Units
BIP 122	1
BIP 123	1
BIP 126	3
BIP 127	3
Total Units	8
TOTAL UNITS	12

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	Career Center	AVC Student Health Services
Transfer Center	Office of Students with Disabilities	Palmdale Center
Basic Needs	Financial Aid	Counseling Division