

26-27 Cert. Business Information Professional III (BIP3)



ABOUT THIS MAJOR

Upon successful completion of the Level III, Business Information Professional Certificate, students should be able to: demonstrate advanced computer literacy with respect to computer hardware and software applications, develop advanced keyboarding skills, utilize word processing, spreadsheets, PowerPoint, and database software to perform advanced business office tasks. BIP Level II certificate must be completed before attempting this certificate. Students who successfully complete the certificate requirements may apply for entry-level positions in advanced administrative support, office operations, executive office support, records management, and business information processing. 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 III - Business Information Professional (BIP3)

[Total Units Required for the Major 8]

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

BIP Level III - 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 124	1
BIP 130	1
BIP 131	1
BIP 131	1
BIP 132	1
BIP 133	1
BIP 150	3
Total Units	8
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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	Career Center Office of Students with Disabilities	AVC Student Health Services Palmdale Center
Basic Needs	Financial Aid	Counseling Division