

26-27 A.S. Accounting- Professional Bookkeeping (BOK)



ABOUT THIS MAJOR

Students who complete this associate degree have enhanced employability with various types of employers and in various fields of bookkeeping and accounting. For example, students may be employed by governmental agencies, not-for-profit organizations, and private businesses. They may even decide to go into business for themselves as a bookkeeper, tax preparer or accountant, preferably after gaining initial or additional experience on the job. Specific positions of employment for Professional Bookkeepers include accounting clerks, accounting technicians, auditing clerks, bookkeeping clerks, and full-charge bookkeepers. The general education obtained with the associate degree will provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, culture, and society in which they live, with the ability to think and communicate clearly and effectively. 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 32-33]

Required Courses (Total 26 units)	
ACCT111 - Bookkeeping	3
ACCT113 - Bookkeeping II	3
Prerequisite: Completion of ACCT 111 or ACCT 201.	
ACCT115 - Payroll Bookkeeping	2
Prerequisite: Completion of ACCT 111	
ACCT121 - Computerized Accounting	3
Prerequisite: Completion of ACCT 201 or ACCT 111 within the past five years.	
ACCT131 - Introduction to Income Tax	3
BUS113 - Business Communications	3
BUS121 - Fundamentals of Investment and Personal Finance	3
CA103 - Introduction to Computers and Digital Technology	3
CA121 - Microcomputer Spreadsheets	3

Required Math Course , choose one (Total 3-4 units)	
BUS105 - Business Mathematics	3
MATH124 - Finite Math	4
Prerequisite: Completion of Intermediate Algebra or higher or placement by multiple measures.	

Program Electives :choose one (Total 3 units)	
ACCT199 - Work Experience Education	3-8
BUS101 - Introduction to Business	3
BUS201 - Business Law	3
CA111 - Word Processing-Microsoft Word	3
CA131 - Relational Database Management and Design	3
MGT115 - Human Behavior in Organization	3

RECOMMENDED PATHWAY

A.S. Accounting - Professional Bookkeeping

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
ACCT 111	3
CA 103	3
BUS 105	3
AVC GE Area 2: Math Concept. & Quant. Rsng	3
AVC GE Area 1A: ENGLC1000	4
Total Units	16

SEMESTER 2	
Course	Units
ACCT 113	3
ACCT 115	2
BUS 113	3
AVC GE Area 1B: Oral Communication	3
CA 121	3
Total Units	14

SUMMER 1	
Course	Units
AVC GE AREA 4: SOCIAL & BEHAV. SCIENCE	3
Total Units	3

SEMESTER 3	
Course	Units
ACCT 121	3
ACCT 131	3
AVC GE AREA 5: NATURAL SCIENCE	3
AVC GE Area 6: Ethnic Studies	3
PROGRAM ELECTIVE	3
Total Units	15

SEMESTER 4	
Course	Units
BUS 121	3
AVC GE AREA 3: ARTS & HUMANITIES	3
GENERAL ELECTIVE	3
GENERAL ELECTIVE	3
Total Units	12
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 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