

26-27 A.S. Accounting- Professional Bookkeeping (BOK1)



ABOUT THIS MAJOR

Students who complete this certificate 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. 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. Accounting - Professional Bookkeeping (BOK1)

[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	1-8
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

Cert. Accounting - Professional Bookkeeping

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
ACCT 111	3
ACCT 131	3
CA 103	3
CA 121	3
BUS 105 OR MATH 124	3-4
Total Units	15-16

SEMESTER 2	
Course	Units
ACCT 113	3
ACCT 115	2
ACCT 121	3
BUS 113	3
BUS 121	3
PROGRAM ELECTIVE: CHOOSE ONE FROM LIST	1-8
Total Units	15-22
TOTAL UNITS	32-33

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