

26-27 Cert. General Business (BUS1)



ABOUT THIS MAJOR

Students who are pursuing careers in business, but are not intending to complete an associates degree at this time, will learn essential job skills and acquire critical business knowledge to prepare them for today's environment. In addition to core coursework in Business, Accounting and Computers, students will choose a concentration in either Management or Marketing to help them better focus their skills for the workplace. The following courses (39-42 units) are required for the Business certificate. Students who successfully complete the certificate requirements may apply for entry-level positions in office management, sales, customer service, or human resources, or may apply their knowledge and skills as an entrepreneur. 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- General Business (BUS1)

[Total Units Required for the Major 39-42]

Require Course: Complete all the following: (18 units)	
BUS101 - Introduction to Business	3
BUS111 - Business English	3
BUS113 - Business Communications	3
BUS121 - Fundamentals of Investment Personal Finance	3
BUS201 - Business Law	3
BUS212 - Women and Minorities in Business	3

Required Courses, choose one (total 3-4 units)	
ACCT111 - Bookkeeping	3
ACCT201 - Financial Accounting	4

Required MATH Courses, choose one (total 3 -4 units)	
BUS105 - Business Mathematics	3
STATC1000 - Introduction to Statistics {formally Math 115}	4
MATH116 - Introduction to Statistics Using R	4
MATH124 - Finite Math	4

Required Courses, choose one (total 3 units)	
CA103 - Intro to Computers and Digital Technology	3
CA221 - Computer Concepts & Applications in Business	3

Require Course, choose one (total 3 units)	
CA121 - Microcomputer Spreadsheets	3
CA111 - Word Processing-Microsoft Word	3

Program Electives (total 9 units)		
Select a Concentration (Management or Marketing)		
Marketing Concentration (Complete all the following)		Management Concentration (Complete all the following)
MKTG101 - Principles of Marketing	MGT101 - Management Principles	3
MKTG130 - Digital Marketing	MGT115 - Human Behavior in Org.	3
Choose one of the following:		Choose one of the following:
MKTG112 - Intro to Advertising	MGT121 - Human Resources Management	3
MKTG132 - Social Media Marketing	MGT199 - Work Experience Education	3
MKTG199 - Work Experience Edu.	MGT201 - Small Business Management	3

RECOMMENDED PATHWAY

Cert. General Business

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
BUS 101	3
CA 103 OR CA 221	3
BUS 111	3
REQ. MATH COURSE: CHOOSE ONE FROM LIST	3-4
MKTG OR MGT 101	3
Total Units	15

SEMESTER 2	
Course	Units
CA 121 OR CA 111	3
BUS 212	3
MGT OR MTKG COURSE	3
BUS 121	3
Total Units	12

SEMESTER 3	
Course	Units
BUS 201	3
ACCT 111 OR ACCT 201	3-4
BUS 123	3
MGT OR MTKG COURSE	3
Total Units	12-13
TOTAL UNITS	39-42

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