



ABOUT THIS MAJOR

Students pursuing this certificate are pursuing a career in entry-level office positions, office networking, and troubleshooting. This certificate requires a minimum of 28 units. A maximum of 6 pass/no pass units will be accepted for any of these certificates. 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.- Computer Applications (CA1)

[Total Units Required for the Major 28-30]

Introductory Module , choose one course (total 3-4 units)	
CA103 - Introduction to Computers and Digital Technology	3
OR	
CA221 - Computer Concepts & Applications in Business	4

Intermediate Module: complete all (total 16 units)	
CA107 - Microcomputer Hardware and Software Support	4
CA111 - Word Processing-Microsoft Word	3
CA121 - Microcomputer Spreadsheets	3
CA151 - Microcomputer Operating System	3
CA171 - Introduction to Networking	3

Advanced Module : complete all (total 6 units)	
CA131 - Relational Database Management and Design	3
CA157 - Introduction to Linux	3

Program Electives, complete total of 3 units	
CA103 - Introduction to Computers and Digital Technology	3
OR	
CA175 - Administering Windows Server	3
OR	
CA199 - Work Experience Education	1-8
OR	
CA221 - Computer Concepts & Applications in Business	4

RECOMMENDED PATHWAY

Cert. Computer Applications

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
CA 221	4
CA 111	3
CA 121	3
Total Units	10

SEMESTER 2	
Course	Units
CA 157	3
CA 107	4
CA 151	3
Total Units	10

SEMESTER 3	
Course	Units
CA 171	3
CA 131	3
CA 175	3
Total Units	9
TOTAL UNITS	29

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