

# A.S. Accounting -Professional Bookkeeping 25-26

(DRAFT)

## 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, 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

### A.S. Accounting - Professional Bookkeeping

[Total Units Required for the Major 32-33]

Required Courses (Total 26 units)	
ACCT111 - Bookkeeping	3
ACCT113 - Bookkeeping II	3
ACCT115 - Payroll Bookkeeping	2
ACCT121 - Computerized Accounting	3
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 (Total 3-4 units)	
BUS105 - Business Mathematics	3
Or	
MATH124 - Finite Math	4

Program Electives (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

### Associate of Science in 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

Major ■ General Education ● ▲ General Elective

### SEMESTER 1

COURSE ADVISEMENT	Units
<span style="color: green;">●</span> ENGLC1000 {FORMALLY ENGL 101}	3
<span style="color: blue;">■</span> ACCT 111	3
<span style="color: blue;">■</span> CA 103	3
<span style="color: blue;">■</span> BUS 105	3
<span style="color: green;">●</span> AVC GE AREA 2: MATH	3-4
<b>TOTAL SEMESTER UNITS</b>	<b>15-16</b>

### SEMESTER 2

COURSE ADVISEMENT	Units
<span style="color: blue;">■</span> ACCT 113	3
<span style="color: blue;">■</span> ACCT 115	2
<span style="color: blue;">■</span> BUS 113	3
<span style="color: blue;">■</span> CA 121	3
<span style="color: green;">●</span> AVC GE AREA 1B: ORAL COMM. & CRITICAL THINKING	3
<b>TOTALS SEMESTER UNITS</b>	<b>14</b>

### SEMESTER 3

COURSE ADVISEMENT	Units
<span style="color: green;">●</span> AVC GE AREA 4: SOCIAL & BEHAVIORAL SCIENCES	3
<b>TOTAL SEMESTER UNITS</b>	<b>3</b>

### SEMESTER 4

COURSE ADVISEMENT	Units
<span style="color: blue;">■</span> ACCT 121	3
<span style="color: blue;">■</span> ACCT 131	
<span style="color: blue;">■</span> PROGRAM ELECTIVE (CHOOSE FROM LIST)	3-8
<span style="color: green;">●</span> AVC GE AREA 5: NATURAL SCIENCE	3
<span style="color: green;">●</span> AVC GE AREA 6: ETHNIC STUDIES	3
<b>TOTAL SEMESTER UNITS</b>	<b>15-20</b>

### SEMESTER 5

COURSE ADVISEMENT	Units
<span style="color: blue;">■</span> BUS 121	3
<span style="color: green;">●</span> AVC GE AREA 3: ARTS & HUMANITIES	3
<span style="color: orange;">▲</span> GENERAL ELECTIVE	3
<span style="color: orange;">▲</span> GENERAL ELECTIVE	3
<span style="color: orange;">▲</span> GENERAL ELECTIVE	1
<b>TOTAL SEMESTER UNITS</b>	<b>13</b>

<b>TOTAL DEGREE UNITS</b>	<b>60-66</b>
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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 25-26 CATALOG: [ACADEMIC POLICIES](#)  
INFORMATION and RESOURCES

### 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](#)

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(DRAFT)

2025-2026 AVC General Education Requirements					
Advising Form Effective Fall 2025 - Summer 2026					
GE AREA	COMPLETED				<p>The requirements for an AA or AS degree include the following:</p> <p>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); <b>maximum of 12 pass/no-pass credit units</b> can be accepted towards an AA/AS degree.</p> <p>2. Refer to each individual program for major requirements. <b>All major courses</b> as specified in the AVC catalog and <b>AVC Area 1A must be completed with a grade of "C" or better.</b></p> <p>3. An overall grade point average (GPA) of 2.0 ("C" average) is required.</p> <p><u>Double counting:</u> 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.</p> <p><u>Prerequisite:</u> 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. <i>Title 5, Section 55200(d)</i></p> <p><u>Complete at least 3 semester units from each of the following areas below: 1A, 1B, 2, 3, 4, 5, and 6.</u></p> <p><u>Minimum Total GE Units Required 21 semester units or 28-31.5 quarter units.</u></p>
	IN PROGRESS				
	NEED				
<b>AREA 1: ENGLISH COMPOSITION, ORAL COMMUNICATION, AND CRITICAL THINKING</b> 2 courses required, one from Area A and one from Area B, 6 semester or 8 quarter units					
1A					Area 1A: English Composition: ENGL C1000, ENGL C1000H
1B					Area 1B: Oral Communication and Critical Thinking: COMM C1000, C1000H; ENGL C1001, C1001H, 102, 102H; PHIL 201
<b>AREA 2: Mathematical Concepts and Quantitative Reasoning</b> 1 course, 3 semester or 4 quarter units					
2					MATH 103, 110, 116, 124, 128, 140, 148, 150, 150H, 160, 220, 230, 250; STAT C1000, C1000H
<b>AREA 3: ARTS AND HUMANITIES</b> 1 courses, 3 semester units or 4 quarter units					
3					ART 100, 101, 101H, 102, 102H, 103, 104, 106, 113, 132, 135, 137, 140, 145, 163, 170, 213; CHIN 101, 102, 201, 202; DFST 101, 102, 201, 202; COMM 112, 114, 217, 219; DA 101, 113; ENGL 102, 102H, 114, 221, 222, 225, 227, 230, 231, 235, 242, 253, 253H, 256, 257, 259, 265, 279; FREN 101, 102, 201, 202, 203; FTV 101, 107, 108, 201, 203, 251; GER 101, 102, 201, 202; HIST 104, 105, 107, 107H, 108, 108H, 110, 110H, 111, 111H, 113, 115, 119; 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, 130, 140; 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, 225, 239, 239H, 240
<b>AREA 4: SOCIAL AND BEHAVIORAL SCIENCE</b> 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, 101, 101H, 102, 102H, 110; GEOG 105, 106, 110; HIST 104, 105, 107, 107H, 108, 108H, 110, 110H, 111, 111H, 113, 114, 116, 118, 119; POLS C1000, C1000H, 103, 200, 201, 202, 203; PSY 200, 201, 212, 230, 232, 233, 234, 235, 236; PSYC C1000, C1000H; SOC 101, 101H, 105, 110, 111, 112, 115, 116, 120, 200;
<b>AREA 5: NATURAL SCIENCES</b> 1 course, 3 semester units or 4 quarter units					
5					ANTH 101, 101H; ASTR 101, 101H; BIOL 100, 101#, 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, 102; PHYS 101, 102, 110, 120, 211; PSCI 101 #Students must register for the required lab component (BIOL 101L) separately.
<b>AREA 6: ETHNIC STUDIES</b> 1 course, 3 semester units or 4 quarter units					
6					ETHN 101, 102, 110, 111, 112, 113, ENGL 257 or ETHN 257EN