



## ABOUT THIS MAJOR

The Associate in Science degree in Business Information Professional is designed to prepare students for careers in business office environments where they can demonstrate advanced computer literacy with respect to computer hardware and software applications, develop advanced keyboarding skills, adeptly function in word processing, spreadsheets, PowerPoint, and database software, as well as perform advanced business office tasks in business math and accounting (QuickBooks).

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

### AS- Business Information Professional [Total Units Required for the Major 32]

Program Prerequisites: (32 units)	
<b>Level 1 Quick Start Certificate of Achievement</b>	
BIP100 - Intro to Business Information Professional	3
BIP105 - Computer Literacy	1
BIP106 - MS Outlook	1
BIP110 - Keyboarding I	1
BIP111 - MS Word I	1
BIP112 - MS Excel I	1
BIP114 - MS PowerPoint I	1
BIP115 - Practical Math for Business Consumers	3
<b>Level 2 Certificate of Achievement</b>	
*BIP 100 & BIP 115 NOT REQUIRED if completed in BIP Level 1	
BIP113 - MS Access I	1
BIP120 - Keyboarding II	1
BIP121 - MS Word II	1
BIP122 - MS Excel II	1
BIP123 - MS Access II	1
BIP125 - Adobe Acrobat	1
BIP126 - Workplace Communication	3
BIP127 - Introduction to Accounting	3
<b>Level 3 Certificate of Achievement</b>	
BIP124 - MS PowerPoint II	1
BIP130 - Keyboarding III	1
BIP131 - MS Word III	1
BIP132 - MS Excel III	1
BIP133 - MS Access III	1
BIP150 - Business Information Professional	3

### 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

Tutoring Assistance  
Transfer Center  
Basic Needs

Career Center  
Office of Students with Disabilities  
Financial Aid

AVC Student Health Services  
Palmdale Center  
Counseling Division

## RECOMMENDED PATHWAY

### Associate of Science in Business Information Professional

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
■ BIP 100	3
■ BIP 105	1
■ BIP 106	1
■ BIP 110	1
■ BIP 111	1
■ BIP 112	1
■ BIP 114	1
■ BIP 115	3
● AVC GE Area 2: Math Concpt. & Quant. Rsnng.	3
<b>Total Semester Units</b>	<b>15</b>

#### SEMESTER 2

Course Advisement	Units
■ BIP 113	1
■ BIP 120	1
■ BIP 121	1
■ BIP 122	1
■ BIP 123	1
■ BIP 125	1
■ BIP 126	3
■ BIP 127	3
● AVC GE Area 1A: ENGLC1000 {formally ENGL 101}	3
<b>Total Semester Units</b>	<b>15</b>

#### SUMMER 1

Course Advisement	Units
▲ GENERAL ELECTIVE	3
<b>Total Semester Units</b>	<b>3</b>

#### SEMESTER 3

Course Advisement	Units
■ BIP 124	1
■ BIP 130	1
■ BIP 131	1
■ BIP 132	1
■ BIP 133	1
■ BIP 150	3
● AVC GE Area 3: Arts & Humanities	3
● AVC GE Area 1B: Oral Communication	3
<b>Total Semester Units</b>	<b>14</b>

#### SEMESTER 4

Course Advisement	Units
● AVC GE Area 5: Natural Sciences	3
● AVC GE Area 4: Social & Behavioral Sciences	3
● AVC GE Area 6: Ethnic Studies	3
▲ GENERAL ELECTIVE	3
▲ GENERAL ELECTIVE	1
<b>Total Semester Units</b>	<b>13</b>
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

# A.S. Business Information Professional 25-26

(DRAFT)

2025-2026 AVC General Education Requirements							
Advising Form Effective Fall 2025 - Summer 2026							
GE AREA	COMPLETED	IN PROGRESS	NEED	<p>The requirements for an AA or AS degree include the following:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Refer to each individual program for major requirements. All major courses as specified in the AVC catalog and <b>AVC Area 1A must be completed with a grade of "C" or better.</b></li> <li>3. An overall grade point average (GPA) of 2.0 ("C" average) is required.</li> </ol> <p><b>Double counting:</b> 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><b>Prerequisite:</b> 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><b>Complete at least 3 semester units from each of the following areas below: 1A, 1B, 2, 3, 4, 5, and 6.</b></p> <p><b>Minimum Total GE Units Required: 21 semester units or 28-31.5 quarter units.</b></p>			
				<p><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</p>			
				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
				<p><b>AREA 2: Mathematical Concepts and Quantitative Reasoning</b> 1 course, 3 semester or 4 quarter units</p>			
				2			MATH 103, 110, 116, 124, 128, 140, 148, 150, 150H, 160, 220, 230, 250; STAT C1000, C1000H
<p><b>AREA 3: ARTS AND HUMANITIES</b> 1 courses, 3 semester units or 4 quarter units</p>							
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				
<p><b>AREA 4: SOCIAL AND BEHAVIORAL SCIENCE</b> 1 course, 3 semester units or 4 quarter units</p>							
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;				
<p><b>AREA 5: NATURAL SCIENCES</b> 1 course, 3 semester units or 4 quarter units</p>							
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.				
<p><b>AREA 6: ETHNIC STUDIES</b> 1 course, 3 semester units or 4 quarter units</p>							
6			ETHN 101, 102, 110, 111, 112, 113, ENGL 257 or ETHN 257EN				