

Computer & Workplace Fundamentals Certificate 25-26

(Non-Credit)



ABOUT THIS MAJOR

This certificate is designed to equip students with the tools that are needed to evaluate their own abilities, interests, and values when searching and applying for a particular career. Students will learn basic computer and application software and technology skills that will aid students during their career search journey and toward specific job positions. Instruction and training to earn a Certificate of Completion.

For more information, visit the [Social and Behavioral Sciences](#) division.

TO EARN A CERTIFICATE A STUDENT MUST COMPLETE THE FOLLOWING:

[1] A minimum grade "P" on each course

(Noncredit) CERT- Computer and Workplace Fundamentals

[Total Hours required for certificate: 72]

Require Course, complete ALL the following: (total 72 hours)	
CA998 - Computers, Application Software, and Technology for Beginners	36
BUS999 - Map for Workplace Success	36

RECOMMENDED PATHWAY

Computer & Workplace Fundamentals Certificate (Noncredit)

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

SEMESTER 1

Course Advisement	Hours
<input checked="" type="checkbox"/> CA 998	36
<input checked="" type="checkbox"/> BUS999	36
Total Hours	72
Total Overall Hours	72

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	Career Center	AVC Student Health Services
Transfer Center	Office of Students with Disabilities	Palmdale Center
Basic Needs	Financial Aid	Counseling Division