



ABOUT THIS MAJOR

Students who complete the associate degree have enhanced employability in several fields, and are well prepared for entry-level career opportunities in areas such as information technology, help desk support, and general office computer management. The associate degree will also 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. Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success. For more information, visit the [Social and Behavioral Sciences](#) division.

TO EARN A Certificate 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

[Total Units Required for the Major 28-30]

Required Course, choose ONE course (total 3-4 units)	
CA103 - Introduction to Computers and Digital Technology	3
CA221 - Computer Concepts & Applications in Business	4

Required Courses, complete ALL courses (total 21units)	
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
CA131 - Relational Database Management and Design	3
CA157 - Introduction to Linux	3

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

RECOMMENDED PATHWAY

Computer Applications Certificate



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

 Program Elective




SEMESTER 1

Course	Units
 CA 221 or CA 103	3-4
 CA 111	3
 CA 121	3
Total Units	9-10

SEMESTER 2

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

SEMESTER 3

Course	Units
 CA 131	3
 CA 171	3
 Program Elective: CA 175 (rec.)	3
Total Units	15
TOTAL UNITS	28-20

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