



# Certificate/AS-Administrative Assistant 19-20

## Recommended Program Sequence

All courses with a + sign indicate a pre-requisite or co-requisite

Term 1 (Semester: Maximum 19 units, 15 units recommended)	Units	Term 5 (Semester: Maximum 19 units, 15 units recommended)	Units
BUS 111, Business English	3	BUS 113+, Business Communications	3
CA 103, Intro. to Computers & Digital Tech. or CA 221, Computer Concepts & Applications in Business	3	OT 201, Administrative Office Procedures ( <i>Spring only</i> ) or OT 205, Medical Office Procedures or OT 207, Legal Office Procedures	3
OT 102, Intermediate Computer Keyboarding (30 wpm)	3	CA 141, Developing PowerPoint Presentations ( <i>Summer only</i> )	1.5
General Education Area D1 (English 101+)	3	Program Elective	3
General Education Area E (Additional Breadth)	3	General Education C (Humanities)	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>14</b>
Term 2: (Intersession(6/3)-Summer (9/6) Max./Recommended units)		Term 6: (Intersession(6/3)-Summer (9/6) Max./Recommended units)	
Term 3 (Semester: Maximum 19 units, 15 units recommended)	Units	Term 7 (Semester: Maximum 19 units, 15 units recommended)	Units
General Ed. Area B BUS 101, Introduction to Business	3	OT 121, Spreadsheets for the Office or CA 121, Microcomputer Spreadsheets	3
CA 111, Word Processing–Microsoft Word	3	OT 113+, Advanced Microsoft Word	3
Program Elective	3	General Education Area A (Science)	3
General Education Area D2	3	General Education Area F (Diversity Studies) (BUS 212 recommended)	3
General Electives	4	General Electives	3
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>15</b>
Term 4: (Intersession(6/3)-Summer (9/6) Max./Recommended units)		<b>Transfer or Graduate</b>	

Take Summer or Intersession classes if needed to complete the program in a timely manner.

The state requires all students to have a Comprehensive Educational Plan. Make a counseling appointment as soon as enrollment is established on any term. Come by the Counseling Center or call.

Certificate/Major Required Courses:	Units	AS General Education: At least 3 units from each of the following areas below: <b>A, B, C, D1, D2, E, and F. Minimum Total GE Units Required 21</b>
BUS 101, Introduction to Business	3	<b>Area A Natural Sciences: (min. 3 units)</b>
BUS 111, Business English	3	ANTH 101, 101L
BUS 113+, Business Communications	3	ASTR 101+, 101L+
CA 103, Intro. to Computers & Digital Tech. or CA 221, Computer Concepts & Applications in Business	3-4	BIOL 100, 101+, 101L+, 102, 103, 104, 110+, 120+, 201+, 202+, 204+, 205+
CA 141, Developing PowerPoint Presentations (Summer only)	1.5	CHEM 101+, 102+, 110+
OT 102, Intermediate Computer Keyboarding (30 wpm)	3	ELTE 101
CA 111, Word Processing–Microsoft Word	3	ERSC 101+
OT 113+, Advanced Microsoft Word	3	GEOG 101+, 101L+, 102, 102L+
OT 121, Spreadsheets for the Office or CA 121, Microcomputer Spreadsheets	3	GEOG 101+, 101L+, 102+, 102L+
OT 201, Administrative Office Procedures (Spring only) or OT 205, Medical Office Procedures or OT 207, Legal Office Procedures	3	PHYS 101, 102+, 110+, 120+, 211+
Program Electives (see below)	6	PSCI 101
<b>Program Electives - Complete 6 units from the following:</b>		<b>Area B Social &amp; Behavioral Sciences: (min. 3 units)</b>
ACCT 111, Bookkeeping	3	AJ 201, 204, 206
ACCT 113+, Bookkeeping II	3	ANTH 102, 103, 112, 140
ACCT 201, Financial Accounting	4	BUS 101
BUS 105, Business Mathematics	3	CFE 102
CA 131, Relational Database Management and Design	3	COMM 217+
OT 103, Advanced Computer Keyboarding (40 wpm)	3	DFST 105
MATH 115+, Statistics or MATH 148+, Calculus for Business and Economics	4	ECON 100, 101+, 102+, 110
<b>Units Required for the Certificate/Major:</b>	<b>34.5-35.5</b>	GEOG 105, 106, 110
other requirements for degree		HIST 101, 102, 104, 105, 107, 108, 110, 111, 113, 114, 116, 118, 119
General Education	21-27	POLS 101, 103, 200, 201+, 202+, 203+
Proficiency (See Proficiency Requirements)	*	PSY 101, 201+, 212+, 230+, 232, 233+, 234+, 235+, 236+
Electives	0-4.5	SOC 101, 105, 110, 111, 112, 115, 116+, 120
<b>Minimum Units Required for AS Degree</b>	<b>60</b>	<b>Area C Humanities: (min. 3 units)</b>
<b>Other Requirements:</b>		ART 100, 101, 102, 103, 104, 106, 110, 113, 120, 132, 135, 136+, 137+, 140,
• Minimum grade of “C” required on each course		145, 150, 163, 170+, 210+, 213+
• Maximum of 12 pass/no-pass units accepted for the Degree, 6 units for		CHIN 101, 102+, 201+, 202+
• Refer to catalog or online website for course listings and descriptions		COMM 103, 112, 114, 214+
		DA 101
		DFST 101, 102+, 105, 106, 201+, 202+
		ENGL 102, 111+, 112+, 221+, 222+, 225+, 227+, 230+, 231+, 235+, 242+,
		253+, 256+, 257+, 259+, 265+, 279+
		FREN 101, 102+, 201+, 202+, 203+
		FTV 101, 103, 107, 108, 201, 203, 241, 251, 261
		GER 101, 102+, 201+, 202+
		HIST 115
		ID 150, 201
		LATN 101, 102+, 201+
		MUS 101, 105, 111, 131, 132+, 151+, 153+, 185+, 231+, 232+, 251A+,
		251B+, 253A+, 253B+

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## Recommended Program Sequence

MUSC 102, 103, 107,108  
 PHIL 105, 106, 108, 109  
 PHOT 107  
 PHTC 101+, 150+, 201+  
 SPAN 101, 110SS, 102+, 201+, 202+, 210SS+, 220SS+  
 THA 101, 102, 103, 110, 115A, 115B+, 116A+, 116B+, 117A+, 117B+,  
 118A+, 118B+, 121A, 121B, 130, 133, 225+, 239

### Area D Language & Rationality: (min. 3 units from (1) and 3 units from (2))

1. *Academic Composition:* Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.

ENGL 101+

2. *Communication and Analytical Thinking*

BUS 113+

CA 103

CIS 101, 111, 141, 157, 161

COMM 101, 103, 107, 109, 112, 114, 115, 217+, 219+

ENGL 102+, 103+

GEOG 201, 205

MATH 102+, 110+, 115+, 116+, 120+, 124+, 128+, 135+, 140+, 148+

150+, 160+, 220+, 230+, 250+

PHIL 101, 106, 110, 201+

### Area E - Additional Breadth: (min. 3 units)

From areas A\*\*, B\*\*, C\*\*, D2, \*\* or

CFE 102                      NF 100, 102, 103, 110, 150

COMM 103, 107, 219+      PSY 212

DFST 105                    SOC 111, 116

HD 100, 101, 102, 103, 105

HE 101, 120, 201

ID 100, 120

KINT 100

LIB 107, 110

MUSC 108

Any DA activity course(s) from DA102-205, except DA 107A-C, 108, 109, and 111.

Any Kinesiology Fitness (KINF) activity course, Intercollegiate Athletics (IATH) activity course, or up to 4 units for military experience.

**\*\* Courses must be taken from a discipline not previously selected.**

### Area F Diversity Studies: (min. 3 units)

ANTH 102, 112                      FTV 201, 203

BUS 212                              HE 201+

CFE 116+                            HIST 110, 111, 113

COMM 114, 217+, 219+          MUSC 107, 108

DFST 105, 106                    POLS 202+

ECON 110                            SOC 105, 110, 116+

ENGL 250+, 253+, 256+, 257+, 259+      THA 239

### Proficiency Requirements

Proficiency requirements exist for the areas of Reading, Writing and Math. Students must demonstrate competency in each of these areas in order to be eligible for the associate degree.

#### A. READING

Complete ENGL 101 with a "C" or better or completion of READ 099 with a minimum grade of "P" (Pass), or completion of an Associate Degree or higher from a regionally accredited institution of higher education.

#### B. WRITING

Completion of ENGL 101 with a minimum grade of "C." NOTE: ENGL 101 may be taken with the Pass/No Pass option; however, students are cautioned that other colleges and universities may not accept ENGL 101 courses taken on a Pass/No Pass basis, especially for satisfaction of general education and major requirements. Students planning to transfer should check college catalogs for applicable policies.

#### C. MATHEMATICS

Completion of MATH 102 or higher or CIS 121 with a satisfactory grade or placement by AVC assessment into a math course higher than MATH 102.

**\*Fulfilling proficiencies** will not require any extra units if the competencies are demonstrated by including the required courses in the general education, or major requirements, or by satisfying the reading proficiency through AVC's policy.

**Electives:** The remaining number of units (up to a minimum of 60) are considered electives. Any course that has already been counted toward (1) the general education requirements, or (2) the major, cannot be used as an elective. Any course with a designation of "AVC" at the end of a course description can be used as an elective.

**Grade Point Average Requirement:** An overall grade point average of 2.0 ("C" average) is required.

**Double Counting:** While a course might 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.

**Residency:** Minimum of 12 units completed at AVC with a minimum of 9 of those units completed from the certificate/major. (credit earned by examination will not be included in these 12 units) Title 5, Section 54000:<http://ccr.oal.ca.gov>

**Requirements for Two or More Associate Degrees:** To be eligible for multiple associate degrees, a student must have completed all of the graduation requirements for each degree.

**Transfer:** Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center or the Counseling Center and consult with a counselor as soon as possible to develop a plan of studies. Additional preparation for the major information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

The **"Catalog Rights Policy"** sets forth the criteria used for determining the degree requirements under which students may graduate. Please refer to the AVC Catalog for a detailed description or consult with a counselor.

**Advisory:** A condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

**Prerequisite:** A condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. Prerequisites are enforced and a student will be blocked from enrolling or involuntarily dropped after enrolling if the student does not meet the stated prerequisite. A student must complete a course prerequisite with a satisfactory grade of A, B, C or P (pass).

**Corequisite:** A condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course. Corequisites are enforced and a student will be blocked from enrolling if the student does not meet the stated co-requisite.