



# Certificate/AS-Office Specialist 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 & Dig. Tech. <i>or</i> CA 221, Computer Concepts & Applications in Business |  | 3         | OT 201, Administrative Office Procedures <i>or</i> OT 205, Medical Office Procedures <i>or</i> OT 207, Legal Office Procedures |  | 3         |
| OT 102, Intermediate Computer Keyboarding (30 wpm)  |  | 3         | Program Elective   |  | 3         |
| General Education Area D1 (English 101+)  |  | 3         | General Education Area A (Science)   |  | 3         |
| General Education Area E (Additional Breadth)   |  | 3         | General Elective   |  | 3         |
| Total   |  | <b>15</b> | Total  |  | <b>15</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     |
| Gen. Ed. Area B BUS 101, Intro. to Business   |  | 3         | OT 121, Spreadsheets for the Office <i>or</i> CA 121, Microcomputer Spreadsheets   |  | 3         |
| CA 111, Word Processing–Microsoft Word  |  | 3         | General Education Area F (Diversity Studies) (BUS 212 recommended)   |  | 3         |
| General Education Area D2   |  | 3         | General Elective   |  | 3         |
| General Education C (Humanities)  |  | 3         | General Elective   |  | 3         |
| General Electives   |  | 3         | General Elective   |  | 3         |
| Total   |  | <b>15</b> | Total  |  | <b>15</b> |
| Term 4: (Intersession(6/3)-Summer (9/6) Max./Recommended units)   |  |           | Transfer or Graduate   |  |           |

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:<br>A, B, C, D1, D2, E, and F. Minimum Total GE Units Required 21   |  |
|--|-------|---|--|
| BUS 101, Intro. to Business  | 3     | <b>Area A Natural Sciences: (min. 3 units)</b><br>ANTH 101, 101L<br>ASTR 101+, 101L+<br>BIOL 100, 101+, 101L+, 102, 103, 104, 110+, 120+, 201+, 202+, 204+, 205+<br>CHEM 101+, 102+, 110+<br>ELTE 101<br>ERSC 101+<br>GEOG 101+, 101L+, 102, 102L+<br>GEOL 101+, 101L+, 102+, 102L+<br>PHYS 101, 102+, 110+, 120+, 211+<br>PSCI 101   |  |
| BUS 111, Business English  | 3     |   |  |
| BUS 113+, Business Communications  | 3     |   |  |
| CA 103, Introduction to Computers & Digital Technology <i>or</i> CA 221, Computer Concepts & Applications in Business  | 3-4   |   |  |
| OT 102, Intermediate Computer Keyboarding (30 wpm)   | 3     |   |  |
| CA 111, Word Processing–Microsoft Word   | 3     |   |  |
| OT 121, Spreadsheets for the Office <i>or</i> CA 121, Microcomputer Spreadsheets   | 3     |   |  |
| OT 201, Administrative Office Procedures <i>or</i> OT 205, Medical Office Procedures <i>or</i> OT 207, Legal Office Procedures   | 3     |   |  |
| Program Electives (see below)  | 3     |   |  |
| Program Electives: Complete 3 units from the following   |       |   | Area B Social & Behavioral Sciences: (min. 3 units)  |
| ACCT 111, Bookkeeping  | 3     |   | AJ 201, 204, 206<br>ANTH 102, 103, 112, 140<br>BUS 101<br>CFE 102<br>COMM 217+<br>DFST 105<br>ECON 100, 101+, 102+, 110<br>GEOG 105, 106, 110<br>HIST 101, 102, 104, 105, 107, 108, 110, 111, 113, 114, 116, 118, 119<br>POLS 101, 103, 200, 201+, 202+, 203+<br>PSY 101, 201+, 212+, 230+, 232, 233+, 234+, 235+, 236+<br>SOC 101, 105, 110, 111, 112, 115, 116+, 120 |
| ACCT 113+, Bookkeeping II  | 3     |   |  |
| ACCT 201, Financial Accounting   | 4     |   |  |
| BUS 105, Business Mathematics  | 3     |   |  |
| CA 131, Relational Database Management and Design  | 3     |   |  |
| CA 141, Developing PowerPoint Presentations  | 1.5   |   |  |
| OT 113+, Advanced Microsoft Word   | 3     |   |  |
| Units Required for the Certificate/Major: 27-28  |       | Area C Humanities: (min. 3 units)   |  |
| other requirements for degree  |       | ART 100, 101, 102, 103, 104, 106, 110, 113, 120, 132, 135, 136+, 137+, 140,<br>145, 150, 163, 170+, 210+, 213+<br>CHIN 101, 102+, 201+, 202+<br>COMM 103, 112, 114, 214+<br>DA 101<br>DFST 101, 102+, 105, 106, 201+, 202+<br>ENGL 102, 111+, 112+, 221+, 222+, 225+, 227+, 230+, 231+, 235+, 242+,<br>253+, 256+, 257+, 259+, 265+, 279+<br>FREN 101, 102+, 201+, 202+, 203+<br>FTV 101, 103, 107, 108, 201, 203, 241, 251, 261<br>GER 101, 102+, 201+, 202+<br>HIST 115<br>ID 150, 201<br>LATN 101, 102+, 201+<br>MUS 101, 105, 111, 131, 132+, 151+, 153+, 185+, 231+, 232+, 251A+,<br>251B+, 253A+, 253B+ |  |
| General Education  | 21-27 |   |  |
| Proficiency (See Proficiency Requirements)   | *     |   |  |
| Electives  | 5-12  |   |  |
| Minimum Units Required for AS Degree   |       |   | 60   |
| Other Requirements:  |       |   |  |
| <ul style="list-style-type: none"> <li>Minimum grade of "C" required on each course</li> <li>Maximum of 12 pass/no-pass units accepted for the Degree, 6 units for</li> <li>Refer to catalog or online website for course listings and descriptions</li> </ul> |       |   |  |
| Office Support Award   |       |   |  |
| This one-semester award provides minimum skills to someone seeking a receptionist or general office support position.  |       |   |  |
| Award Required Courses:  | Units |   |  |
| BUS 101, Intro. to Business  | 3     |   |  |
| BUS 111, Business English  | 3     |   |  |
| CA 103, Introduction to Computers & Digital Technology <i>or</i> CA 221, Computer Concepts & Applications in Business  | 3-4   |   |  |
| OT 101, Beginning Computer Keyboarding   | 3     |   |  |
| OT 201, Administrative Office Procedures <i>or</i> OT 205, Medical Office Procedures <i>or</i> OT 207, Legal Office Procedures   | 3     |   |  |
| <b>Units Required for Award: 15-16</b>   |       |   |  |

# Certificate/AS-Office Specialist 19-20

## 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 110, 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.