

# Business Administration

## 17-18



### COUNSELING CENTER ADVISING AS-Associate Degree

#### BUSINESS ADMINISTRATION

Major Required Courses	units
ACCT 201, Financial Accounting	4
ACCT 205, Managerial Accounting	4
BUS 201, Business Law	3
CA 103, Intro. to Computers and Digital Technology	
or CIS 101, Introduction to Computer Information Science	3
ECON 101, Principles of Macroeconomics	3
ECON 102, Principles of Microeconomics	3
MATH 124, Finite Math or MATH 150, Calculus and Analytic Geometry or MATH 115, Statistics	4-5
Program Electives	<u>3-5</u>
<b>Units Required for Major</b>	<b>27-28</b>

#### Program Electives: units

Select 3-5 units from the following:	
ACCT 113, Bookkeeping II	3
ACCT 115, Payroll Bookkeeping	2
BUS 199, Occupational Work Experience	1-8
BUS 203, Business Law	3
BUS 212, Women in Organizations	3
CA 103, Intro. to Computers and Digital Technology	3
CA 111, Word Processing—Microsoft Word	3
CA 121, Microcomputer Spreadsheets	3
CIS 101, Introduction to Computer Information Science	3
ECON 110, Economics of the Underclass	3
MGT 101, Management Principles	3
MGT 105, Elements of Supervision	3
MKTG 101, Principles of Marketing	3
OT 101, Beginning Computer Keyboarding	3
RE 101, Real Estate Principles	3

#### other requirements for degree

General Education	21-27
Proficiency (See Proficiency Requirements) *	
Electives	<u>5-12</u>

**Minimum Units Required 60**

\*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.

#### Prerequisite Completion

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. According to Title 5, Section 55200(d), 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.

- For accounting and bookkeeping information, see the "Accounting" program.
- Every course in the major requires a minimum grade of "C"
- Maximum of 6 pass/no pass units accepted
- Minimum of 12 units must be completed at AVC (credit earned by examination will not be included in these 12 units)
- Minimum of 9 units in the major must be completed at AVC (credit earned by examination will not be included in these 9 units)
- Certificate in Business Administration is not available
- Refer to catalog or online website for course listings, descriptions, and suggested course sequence if available

#### General Education Requirements

At least 3 units from each of the following areas below: A, B, C, D1, D2, E, and F.

**Minimum Total GE Units Required 21**

#### Area A Natural Sciences (min. 3 units)

ANTH 101, 101L  
 ASTR 101, 101L  
 BIOL 100, 101, 102, 103, 104, 110, 120, 201, 202, 204, 205  
 CHEM 101, 102, 110  
 ELTE 101  
 ERSC 101  
 GEOG 101, 101L, 102, 102L  
 GEOL 101, 101L, 102, 102L  
 PHYS 101, 102, 110, 120, 211  
 PSCI 101

#### Area B Social & Behavioral Sciences

(min. 3 units)  
 AJ 201, 204, 206  
 ANTH 102, 103, 112, 140  
 BUS 101  
 CFE 102  
 COMM 217  
 ECON 100, 101, 102, 110  
 GEOG 105, 106, 110  
 HIST 101, 102, 104, 105, 107, 108, 110, 111, 113, 114, 116, 118, 119  
 POLS 101, 103, 200, 201, 202, 203  
 PSY 101, 201, 212, 230, 232, 233, 234, 235, 236  
 SOC 101, 105, 110, 111, 112, 115, 116, 120

#### Area C Humanities (min. 3 units)

ART 100, 101, 102, 103, 104, 110, 113, 132, 135, 136, 137, 140, 145, 150, 210, 213  
 CHIN 101, 102, 201, 202  
 COMM 103, 112, 114, 214  
 DA 101  
 DFST 101, 102, 105, 201, 202  
 ENGL 102, 111, 112, 113, 221, 222, 225, 227, 230, 231, 235, 236, 240, 242, 246, 250, 253, 256, 257, 259, 265, 279  
 FREN 101, 102, 201, 202, 203  
 FTV 101, 103, 107, 108, 201, 203, 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  
 MUSC 102, 103, 107

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, 130, 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, 101SL

#### 2. *Communication and Analytical Thinking*

BUS 113  
 CA 103  
 CIS 101, 111, 141, 157  
 COMM 101, 103, 107, 109, 112, 114, 115, 217, 219  
 ENGL 102, 103  
 GEOG 201, 205  
 MATH 102, 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

COMM 103, 107, 219  
 HD 100, 101, 102, 103, 105  
 HE 101, 120, 201  
 ID 100, 120  
 LIB 105, 107  
 NF 100, 102, 103, 110, 150  
 PSY 212  
 SOC 111, 116  
 Any DA activity course(s) from DA 102-205, except DA 107A-C, 108, 109 and 111  
 Any KIN activity course(s) from KIN 101-180, or up to 4 units for military experience.  
 \*\* Course must be taken from a discipline not previously selected.

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

ANTH 112  
 BUS 212  
 CFE 116  
 COMM 114, 217, 219  
 ECON 110  
 ENGL 250, 253, 256, 257, 259  
 FTV 201, 203  
 HE 201  
 HIST 110, 111, 113  
 MGT 212  
 MUSC 107  
 POLS 202  
 SOC 105, 110, 116  
 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

Eligibility for College Level Reading (AVC assessment) 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 or ENGL 101SL 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.

### 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.

### Residence Requirement

Of the required 60 units, "at least 12 semester units must be completed in residence at the college granting the degree." Title 5, Section 54000 et seq. Title 5 of the California Code of Regulations is available at <http://ccr.oal.ca.gov> and in the Antelope Valley College Library.

### 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 and consult with a counselor as soon as possible to develop a plan of studies. Additional 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)

Transferability of courses to the CSU or UC systems is indicated at the end of a course description by the notation "(UC, CSU)." For the transferability of courses to all other universities, please consult with a counselor or the Transfer Resource Center.

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.

For an educational plan, please consult with a counselor. To obtain counseling services please call: (661) 722-6300 ext. 6338

Antelope Valley College's website: [www.avc.edu](http://www.avc.edu)

To contact the Business and Computer Studies Division, please call: 661-722-6300 ext. 6370

### ACCT 113 \*BOOKKEEPING II

**Prerequisite:** Completion of ACCT 201 or ACCT 1114

**Advisory:** Eligibility for ENGL 099, READ 099, and MATH 070. (CSU, AVC)

### ACCT 115 \*PAYROLL BOOKKEEPING

**Advisory:** Completion of ACCT 111, and Eligibility for READ 099. (AVC)

### ACCT 201 \*FINANCIAL ACCOUNTING

**Advisory:** Completion of ENGL 101/ENGL 101SL, and Eligibility for MATH 115, MATH 116, or MATH 124. (CSU, UC, AVC)

### ACCT 205 \*MANAGERIAL ACCOUNTING

**Prerequisite:** Completion of ACCT 201 within the past five years. (CSU, UC, AVC)

### BUS 199 \*OCCUPATIONAL WORK EXPERIENCE

**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation. (CSU, AVC)

### BUS 201 \*BUSINESS LAW

**Advisory:** Eligibility for College Level Reading and ENGL 101/ENGL 101SL. (CSU, UC, AVC)

### BUS 203 \*BUSINESS LAW

**Advisory:** Completion of BUS 201, and Eligibility for College Level Reading and ENGL 101/ENGL 101SL. (CSU, UC, AVC)

### BUS 212 \*WOMEN IN ORGANIZATIONS

**Advisory:** Eligibility for College Level Reading and ENGL 101/ENGL 101SL. (CSU, AVC)

### CA 103 \*INTRODUCTION TO COMPUTERS AND DIGITAL TECHNOLOGY

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070. (CSU, UC, AVC)

### CA 111 \*WORD PROCESSING– MICROSOFT WORD

**Advisory:** Completion of CA 103 or CA 221 and OT 101, and the Ability to type 30 wpm, and Eligibility for ENGL 099 and READ 099. (CSU, AVC)

### CA 121 \*MICROCOMPUTER SPREADSHEETS

**Advisory:** Completion of CA 103 or CA 221, and Eligibility for READ 099 and MATH 070. (CSU, AVC)

### CIS 101 \*INTRODUCTION TO COMPUTER INFORMATION SCIENCE

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 102. (CSU, UC, AVC)

### ECON 101 \*PRINCIPLES OF MACROECONOMICS

**Prerequisite:** Completion of MATH 102. **Advisory:** Eligibility for College Level Reading and ENGL 101/ENGL 101SL. (CSU, UC, AVC)

### ECON 102 \*PRINCIPLES OF MICROECONOMICS

**Prerequisite:** Completion of MATH 102. **Advisory:** Eligibility for College Level Reading and ENGL 101/ENGL 101SL. (CSU, UC, AVC)

### ECON 110 \*ECONOMICS OF THE UNDERCLASS

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070. (CSU, UC, AVC)

### MATH 115 STATISTICS

**Prerequisite:** Eligibility for MATH 115 (AVC Assessment) or Completion of MATH 102. **Advisory:** Eligibility for College Level Reading. (CSU, UC, AVC)

### MATH 124 FINITE MATH

**Prerequisite:** Eligibility for MATH 124 (AVC Assessment) or Completion of ENGL 099 and MATH 102. (CSU, UC, AVC)

### MATH 150 CALCULUS AND ANALYTIC GEOMETRY

**Prerequisite:** Eligibility for Math 150 (AVC Assessment) or Completion of MATH 140. **Advisory:** Eligibility for College Level Reading. (CSU, UC, AVC)

### MGT 101 \*MANAGEMENT PRINCIPLES

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 065. (CSU, AVC)

### MGT 105 \*ELEMENTS OF SUPERVISION

**Advisory:** Eligibility for ENGL 099 and READ 099. (CSU, AVC)

### MKTG 101 \*PRINCIPLES OF MARKETING

**Advisory:** Eligibility for College Level Reading and ENGL 099. (CSU, AVC)

### OT 101 \*BEGINNING COMPUTER

KEYBOARDING  
**Advisory:** Eligibility for READ 099. (CSU, AVC)

### RE 101 \*REAL ESTATE PRINCIPLES

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 065. (CSU, AVC)

#### **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 requisite.