

### COUNSELING CENTER ADVISING Certificate Program

#### GENERAL BUSINESS

- Requires a minimum grade of “C” on each course
- Maximum of 6 pass/no pass units accepted
- Minimum of 12 units completed in residence at AVC with a minimum of 9 of those units completed in the certificate coursework (credit earned by examination will not be included in these 12 units)
- Refer to catalog or online website for course listings and descriptions

Required Courses	units
ACCT 111, Bookkeeping or ACCT 201, Financial Accounting	3-4
BUS 101, Introduction to Business	3
BUS 105, Business Mathematics or MATH 115, Statistics or MATH 116, Introduction to Statistics Using R or MATH 124 Finite Math	3-4
BUS 111, Business English	3
BUS 113, Business Communications	3
BUS 121, Fundamentals of Investments & Personal Finance	3
BUS 201, Business Law	3
BUS 212, Women in Organizations	3
CA 103, Intro. to Computers and Digital Technology or CIS 101, Intro. to Computer Information Science	3
CA 121, Microcomputer Spreadsheets or CA 141, Developing PowerPoint Presentations	1.5-3

**Select one concentration from the following options and complete the listed courses.**

Marketing Concentration Req. Courses:	Units
MKTG 101, Principles of Marketing	3
MKTG 112, Introduction to Advertising	3
MKTG 130, Digital Marketing	3

Management Concentration Req. Crses:	Units
MGT 101, Management Principles	3
MGT 115, Human Behavior in Organizations	3
MGT 121, Human Resources Management	3

**Total Units Required 37.5-41**

NOTE: Substitutions, may be made with prior approval for certain courses that may not be offered in the two-year period.

#### 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.

- Every course in the major requires a minimum grade of “C”
- For accounting and bookkeeping information, see the new “Accounting” program.
- Maximum of 12 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)
- Students planning to transfer to a four-year institution are strongly advised to follow the **Business Administration** degree
- Refer to catalog or online website for course listings, descriptions, and suggested course sequence if available

#### GENERAL BUSINESS

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*other requirements for degree*

General Education	21-27
Proficiency (See Proficiency Requirements)	*
Elective	0-9
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.

#### 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, 101L, 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  
 DFST 105  
 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, 106, 110, 113, 120, 132, 135, 136, 137, 140, 145, 150, 163, 170, 210, 213  
 CHIN 101, 102, 201, 202  
 COMM 103, 112, 114, 214  
 DA 101  
 DFST 101, 102, 105, 106, 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, 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  
 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

COMM 103, 107, 219

DFST 105

HD 100, 101, 102, 103, 105

HE 101, 120, 201

ID 100, 120

KINT 100

LIB 107, 110

MUSC 108

NF 100, 102, 103, 110, 150

PSY 212

SOC 111, 116

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

BUS 212

CFE 116

COMM 114, 217, 219

DFST 105, 106

ECON 110

ENGL 250, 253, 256, 257, 259

FTV 201, 203

HE 201

HIST 110, 111, 113

MUSC 107, 108

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 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.

### Requirements for Two or More Certificates

To earn more than one certificate, a course can be used as part of as many certificate requirements as the student wishes to obtain.

**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 Career & Technical Education Division, please call: 661-722-6300 ext. 6370*

ACCT 111 \*BOOKKEEPING

*Advisory:* Eligibility for ENGL 100A, READ 099 and MATH 070. (AVC)

ACCT 201 \*FINANCIAL ACCOUNTING. *Advisory:* Completion of ENGL 101, and Eligibility for MATH 115, MATH 116, or MATH 124. (CSU, UC, AVC)

BUS 101 \*INTRODUCTION TO BUSINESS

*Advisory:* Eligibility for College Level Reading and ENGL 100A. (CSU, UC, AVC)

BUS 105 \*BUSINESS MATHEMATICS

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

BUS 111 \*BUSINESS ENGLISH. *Advisory:*

Eligibility for ENGL 100A and READ 099. (AVC)

BUS 113 \*BUSINESS COMMUNICATIONS

**Prerequisite:** Completion of ENGL 101.

*Advisory:* Completion of BUS 111. (CSU, AVC)

BUS 121 \*PERSONAL FINANCE AND INVESTMENTS. *Advisory:* Eligibility for College Level Reading, ENGL 101 and MATH 070. (CSU, AVC)

BUS 201 \*BUSINESS LAW. *Advisory:* Eligibility for College Level Reading and ENGL 101. (CSU, UC, AVC)

BUS 212 \*WOMEN IN ORGANIZATIONS *Advisory:* Eligibility for College Level Reading and ENGL 101. (CSU, AVC)

CA 103 \*INTRODUCTION TO COMPUTERS AND DIGITAL TECHNOLOGY

*Advisory:* Eligibility for ENGL 100A, READ 099 and MATH 070. (CSU, UC, AVC)

CA 121 \*MICROCOMPUTER SPREADSHEETS

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

CA 141 \*DEVELOPING POWERPOINT

PRESENTATIONS. *Advisory:* Completion of CA 103 or CA 221. (CSU, AVC)

CIS 101 \*INTRODUCTION TO COMPUTER

INFORMATION SCIENCE. *Advisory:* Eligibility for ENGL 100A, READ 099 and MATH 102. (CSU, UC, AVC)

MGT 101 \*MANAGEMENT PRINCIPLES

*Advisory:* Eligibility for ENGL 100A, READ 099 and MATH 065. (CSU, AVC)

MGT 115 \* *Advisory:* Eligibility for ENGL 100A and READ 099. (CSU, AVC)

MGT 121 \*HUMAN RESOURCES MANAGEMENT.

*Advisory:* Completion of MGT 101, and Eligibility for ENGL 100A, READ 099 and MATH 070. (CSU, AVC)

MKTG 101 \*PRINCIPLES OF MARKETING

*Advisory:* Eligibility for College Level Reading and ENGL 100A. (CSU, AVC)

MKTG 112 \*INTRODUCTION TO ADVERTISING.

*Advisory:* Completion of MKTG 101, and Eligibility for College Level Reading and ENGL 100A. (CSU, AVC)

MKTG 130 DIGITAL MARKETING

*Advisory:* Completion of MKTG 101. (CSU, AVC)

MATH 115 STATISTICS

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

MATH 116 INTRO. TO STATISTICS USING R.

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

MATH 124 FINITE MATH

**Prerequisite:** Completion of ENGL 100A and MATH 102. (CSU, UC, 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.