



Certificate/AS - General Business 18-19

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 101, Introduction to Business	3	BUS 113+, Business Communications	3
BUS 105, Business Mathematics or MATH 115+, Statistics or MATH 116+, Introduction to Statistics Using R or MATH 124+	3	BUS 121, Fundamentals of Investments & Personal Finance	3
BUS 111, Business English	3	BUS 212, Women in Organizations	3
CA 103, Intro. to Computers and Digital Technology or CIS 101, Intro. to Computer Information Science	3	Concentration Course (from choose option: Marketing or Management)	3
General Elective: (ECON 101 or ECON 102 Recommended)	3	General Education Area A (Science)	3
		General Elective (If needed)	1
Total	15	Total	16
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
ACCT 111, Bookkeeping or ACCT 201, Financial Accounting	3	BUS 201, Business Law	3
CA 121, Microcomp. Spreadsheets or CA 141, Devel. PowerPoint Present.	1.5	Concentration Course (from choose option: Marketing or Management)	3
Concentration Course (choose: Marketing or Management)	3	General Education Area B (Social Science)	3
General Education Area D1 (English 101+)	3	General Education Area F (Diversity Studies)	3
General Education Area E (Additional Breadth)	3	General Education Area C (Humanities)	3
Total	14	Total	15
Term 4: (Intersession(6/3)-Summer (9/6) Max./Recommended units)		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	GEOG 101+, 101L+, 102, 102L+
ACCT 111, Bookkeeping or ACCT 201, Financial Accounting	3-4	GEOG 101+, 101L+, 102+, 102L+
BUS 101, Introduction to Business	3	PHYS 101, 102+, 110+, 120+, 211+
BUS 105, Business Mathematics or MATH 115+, Statistics or MATH 116+, Introduction to Statistics Using R or MATH 124+ Finite Math	3-4	PSCI 101
BUS 111, Business English	3	Area B Social & Behavioral Sciences: (min. 3 units)
BUS 113+, Business Communications	3	AJ 201, 204, 206
BUS 121, Fundamentals of Investments & Personal Finance	3	ANTH 102, 103, 112, 140
BUS 201, Business Law	3	BUS 101
BUS 212, Women in Organizations	3	CFE 102
CA 103, Intro. to Computers and Digital Technology or CIS 101, Intro. to Computer Information Science	3	COMM 217+
CA 121, Microcomp. Spreadsheets or CA 141, Devel. PowerPoint Present.	1.5-3	DFST 105
Concentration-Select an Option & Complete the Listed Crses: (9 units)		ECON 100, 101+, 102+, 110
Marketing Concentration Required Courses:	Units	GEOG 105, 106, 110
MKTG 101, Principles of Marketing	3	HIST 101, 102, 104, 105, 107, 108, 110, 111, 113, 114, 116, 118, 119
MKTG 112, Introduction to Advertising	3	POLS 101, 103, 200, 201+, 202+, 203+
MKTG 130, Digital Marketing	3	PSY 101, 201+, 212+, 230+, 232, 233+, 234+, 235+, 236+
Management Concentration Required Courses:	Units	SOC 101, 105, 110, 111, 112, 115, 116+, 120
MGT 101, Management Principles	3	Area C Humanities: (min. 3 units)
MGT 115, Human Behavior in Organizations	3	ART 100, 101, 102, 103, 104, 106, 110, 113, 120, 132, 135, 136+, 137+, 140,
MGT 121, Human Resources Management	3	145, 150, 163, 170+, 210+, 213+
Units Required for the Certificate/Major:	37.5-44	CHIN 101, 102+, 201+, 202+
<i>other requirements for degree</i>		COMM 103, 112, 114, 214+
General Education	21-27	DA 101
Proficiency (See Proficiency Requirements)	*	DFST 101, 102+, 105, 106, 201+, 202+
Electives	0-1.5	ENGL 102, 111+, 112+, 113+, 221+, 222+, 225+, 227+, 230+, 231+, 235+, 236+, 240+, 242+, 246+, 250+, 253+, 256+, 257+, 259+, 265+, 279+
Minimum Units Required for AS Degree	60	FREN 101, 102+, 201+, 202+, 203+
Other Requirements:		FTV 101, 103, 107, 108, 201, 203, 241, 251, 261
• Minimum grade of "C" required on each course		GER 101, 102+, 201+, 202+
• Maximum of 12 pass/no-pass units accepted for the Degree and 6 units for a Certificate		HIST 115
• Refer to catalog or online website for course listings and descriptions		ID 150, 201
AS General Education: At least 3 units from each of the following areas below: A, B, C, D1, D2, E, and F. Minimum Total GE Units Required		LATN 101, 102+, 201+
Area A Natural Sciences: (min. 3 units)		MUS 101, 105, 111, 131, 132+, 151+, 153+, 185+, 231+, 232+, 251A+, 251B+, 253A+, 253B+
ANTH 101, 101L		MUSC 102, 103, 107, 108
ASTR 101+, 101L+		PHIL 105, 106, 108, 109
BIOL 100, 101+, 101L+, 102, 103, 104, 110+, 120+, 201+, 202+, 204+,		PHOT 107
CHEM 101+, 102+, 110+		PHTC 101+, 150+, 201+
ELTE 101		SPAN 101, 110SS, 102+, 201+, 202+, 210SS+, 220SS+
ERSC 101+		THA 101, 102, 103, 110, 115A, 115B+, 116A+, 116B+, 117A+, 117B+, 118A+, 118B+, 121A, 121B, 130, 133, 225+, 239

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

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+

NF 100, 102, 103, 110, 150

PSY 212+

SOC 111, 116+

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

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.

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

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.