

COUNSELING CENTER ADVISING

- For the Degree program, see Office Technology Associate Degrees
- 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)
- Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period
- Refer to catalog or online website for course listings, descriptions, and suggested course sequence if available.

Locally Approved Certificate

Office Support Award

This one-semester award provides minimum skills to someone seeking a receptionist or general office support position.

Required Courses	units
BUS 101, Intro. to Business	3
BUS 111, Business English	3
CA 103, Intro. To Computers & Dig. Tech. or CA 221, Computer Concepts and Applications in Business	3-4
OT 101, Beg. Computer Keyboarding	3
OT 201, Administrative Office Procedures or OT 205, Medical Office Procedures or OT 207, Legal Office Procedures	3
Total Units Required for Award	15-16

Certificate Programs (3)

Office Specialist

Required Courses	units
BUS 101, Introduction to Business	3
BUS 111, Business English	3
BUS 113, Business Communications	3
CA 103, Intro. To Computers & Dig. Tech. or CA 221, Computer Concepts and Applications in Business	3-4
OT 102, Intermediate Computer Keyboarding	3
CA 111, Word Processing–Microsoft Word	3
OT 121, Spreadsheets for the Office or CA 121, Microcomputer Spreadsheets	3
OT 201, Administrative Office Procedures or OT 205, Medical Office Procedures or OT 207, Legal Office Procedures	3
Program Elective (see below)	3
Units Required for Certificate	27-28

Program Electives

Complete any 3 units from the following:

ACCT 111, Bookkeeping	3
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

Administrative Assistant

Required Courses	units
BUS 101, Introduction to Business	3
BUS 111, Business English	3
BUS 113, Business Communications	3
CA 103, Intro. To Computers & Dig. Tech. or CA 221, Computer Concepts and Applications in Business	3-4
CA 141, Developing PowerPoint Presentations	1.5
OT 102, Intermediate Computer Keyboarding	3
CA 111, Word Processing–Microsoft Word	3
OT 113, Advanced Microsoft Word	3
OT 121, Spreadsheets for the Office or CA 121, Microcomputer Spreadsheets	3
OT 201, Administrative Office Procedures or OT 205, Medical Office Procedures or OT 207, Legal Office Procedures	3
Program Electives (see below)	6
Units Required for Certificate	34.5-35.5

Program Electives

Complete any 6 units from the following:

ACCT 111, Bookkeeping	3
ACCT 113, Bookkeeping II	3
ACCT 201, Financial Accounting	4
BUS 105, Business Mathematics	3
CA 131, Relational Database Management and Design	3
OT 103, Advanced Computer Keyboarding	3

Consult with a counselor/advisor for availability of course.

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.

Administrative Medical Assistant

Required Courses	units
BUS 111, Business English	3
CA 103, Intro. To Computers & Dig. Tech.	3
MOA 101, Beginning Medical Terminology	3
OT 102, Intermediate Computer Keyboarding	3
CA 111, Word Processing–Microsoft Word	3
OT 121, Spreadsheets for the Office	3
OT 150, Basic Principles of Coding for the Medical Office	3
OT 152, Beg. Medical Insurance	3
OT 205, Medical Office Procedures	3
Program Elective (see below)	3
Units Required for Certificate	30

Program Electives

Complete any 3 units from the following:

ACCT 111, Bookkeeping	3
ACCT 115, Payroll Bookkeeping	2
BUS 101, Introduction to Business	3
BUS 105, Business Mathematics	3
BUS 113, Business Communications	3
MOA 102, Advanced Medical Terminology	3

Grade Point Average Requirement

An overall grade point average of 2.0 (“C” average) is required.

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.

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

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. For many students, completing ACCT 111 will help their transition into ACCT 201. (AVC)
(AV)

ACCT 113 *BOOKKEEPING II

Prerequisite: Completion of ACCT 201 or ACCT 111. *Advisory:* Eligibility for ENGL 100A, 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, 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)

CA 103 *INTRODUCTION TO COMPUTERS & DIGITAL TECHNOLOGY

Advisory: Eligibility for ENGL 100A, 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 100A 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)

CA 131 *RELATIONAL DATABASE MANAGEMENT AND DESIGN.

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)

CA 221 *COMPUTER CONCEPTS AND APPLICATIONS IN BUSINESS

Advisory: Completion of ACCT 201, and Eligibility for College Level Reading, ENGL 101 and MATH 070. (CSU, UC, AVC)

MOA 101 *BEGINNING MEDICAL

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

MOA 102 ADVANCED MEDICAL TERMINOLOGY

Prerequisite: Completion of MOA 101. *Advisory:* Eligibility for College Level Reading and ENGL 101. (AVC)

OT 101 *BEGINNING COMPUTER

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

OT 102 *INTERMEDIATE COMPUTER KEYBOARDING. *Advisory:* Completion of OT 101 (30 wpm), and Eligibility for READ 099. (CSU, AVC)

OT 103 *ADVANCED COMPUTER KEYBOARDING. *Advisory:* Completion of OT 102 (40 wpm), and Eligibility for READ 099. (CSU, AVC)

OT 113 *ADVANCED MICROSOFT WORD

Prerequisite: Completion of CA 111. *Advisory:* Completion of BUS 111 or BUS 113, and Eligibility for ENGL 100A and READ 099. (CSU, AVC)

OT 121 *SPREADSHEETS FOR THE OFFICE

Advisory: Completion of CA 103 or CA 221, and Eligibility for ENGL 100A, READ 099 and MATH 070. (CSU, AVC)

OT 150 *BASIC PRINCIPLES OF CODING FOR THE MEDICAL OFFICE

Advisory: Completion of MOA 101, and Eligibility for ENGL 100A and READ 099. (AVC)

OT 152 *BEGINNING MEDICAL INSURANCE

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

OT 201 *ADMINISTRATIVE OFFICE PROCEDURES

Advisory: Completion of OT 101 (30 wpm), and Eligibility for College Level Reading and ENGL 100A. (CSU, AVC)

OT 205 *MEDICAL OFFICE PROCEDURES

Advisory: Completion of OT 101 (30 wpm), and Eligibility for ENGL 100A, READ 099, and MATH 070. (CSU, AVC)

OT 207 *LEGAL OFFICE PROCEDURES

Advisory: Completion of OT 101 (30 wpm), and Eligibility for College Level Reading and ENGL 100A. (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.