

### COUNSELING CENTER ADVISING

- 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)
- Refer to catalog or online website for course listing and descriptions
- Refer to catalog or online website for course listings, descriptions, and suggested course sequence if available.

## AS-Associate Degree (3)

### Office Specialist

Major Required Courses	units
BUS 101, Intro. 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 Spread- sheets	3
OT 201, Administrative Office Procedures or OT 205, Medical Office Procedures or OT 207, Legal Office Procedures	3
Program Elective (see below)	<u>3</u>
<b>Units Required for Major</b>	<b>27-28</b>

#### 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

#### 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.

### Administrative Assistant

Major Required Courses	units
BUS 101, Intro. 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	3
OT 201, Administrative Office Procedures or OT 205, Medical Office Procedures or OT 207, Legal Office Procedures	3
Program Electives (see below)	<u>6</u>
<b>Units Required for Major</b>	<b>34.5-35.5</b>

#### 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

#### other requirements for degree

General Education	21-27
Proficiency (See Proficiency Requirements) *	*
Electives	<u>0-4.5</u>

**Minimum Units Required** **60**

# 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

Major 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)	<u>3</u>
<b>Units Required for Major</b>	<b>30</b>

#### 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

#### other requirements for degree

General Education	21-27
Proficiency (See Proficiency Requirements) *	*
Electives	<u>3-9</u>
<b>Minimum Units Required</b>	<b>60</b>

### 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. 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

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

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

ACCT 111 \*BOOKKEEPING  
*Advisory:* Eligibility for ENGL 100A, READ 099 and MATH 070. (AVC)

ACCT 113 \*BOOKKEEPING II  
**Prerequisite:** Completion of ACCT 201 or ACCT 111. *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, 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:* Completion of 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 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.