



# Certificate/AS-Accounting - Professional Bookkeeping 23-24

## Recommended Plan of Study - Counseling

All courses with a + sign indicate a pre-requisite or co-requisite

Term 1 (Fall/Spring: Max. 19 units, 12-15 u. recommended)		Units	Term 4 (Fall/Spring: Max. 19 units, 12-15 u. recommended)		Units
ACCT 111, Bookkeeping		3	ACCT 121+, Computerized Accounting		3
BUS 105, Bus. Mathematics or MATH 124+, Finite Mathematics		3	ACCT 131, Introduction to Income Tax		3
CA 103, Introduction to Computers & Digital Technology		3	General Education Area A #BIOL 104		3
General Education Area D1 (English 101+)		3	General Education Area F #BUS 212		3
General Education Area E #HD 101		3	Electives #(BUS 101 or ACCT 199+ (1-8))		3
# Recommended			Total		15
Total		15			
Term 2 (Fall/Spring: Max. 19 units, 12-15 u. recommended)		Units	Term 5 (Fall/Spring: Max. 19 units, 12-15 u. recommended)		Units
ACCT 113+, Bookkeeping II		3	BUS 121, Fundamentals of Investment and Personal Finance		3
ACCT 115, Payroll Bookkeeping		2	Program Electives #MGT 115		3
BUS 113+, Business Communications		3	General Education Area C #MUSC 102		3
CA 121, Microcomputer Spreadsheets		3	Electives #(ACCT 199+ (1-8) or BUS 201 or CA 131)		3
# Recommended			Electives		1
Total		11	Total		13
Term 3 (Summer: Max. 15 units, 12 units recommended)		Units	<b>Transfer or Graduate</b>		
General Education Area B #POLS 101		3			
General Education Area D2 #COMM 101		3			
Total		6			

Take Summer 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. Online Counseling is available: <https://www.avc.edu/student-services/counseling>

Certificate/Major Required Courses:		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 21	
ACCT 111, Bookkeeping	3	<b>Area A Natural Sciences: (min. 3 units)</b>	
ACCT 113+, Bookkeeping II	3	ANTH 101, 101L	
ACCT 115, Payroll Bookkeeping	2	ASTR 101+, 101L+	
ACCT 121+, Computerized Accounting	3	BIOL 100, 101+, 101L+, 102, 103, 104, 110+, 120+, 201+, 202+, 204+,	
ACCT 131, Introduction to Income Tax (Fall ONLY)	3	CHEM 101+, 102+, 110+, 120+, 210+, 220+	
BUS 105, Business Mathematics (3) or MATH 124+, Finite Math (4).	3	ELTE 101	
BUS 113+, Business Communications	3	ERSC 101+	
BUS 121, Fundamentals of Investment & Personal Finance	3	GEOG 101+, 101L+, 102, 102L+	
CA 103, Introduction to Computers & Digital Technology	3	GEOL 101+, 101L+, 102+, 102L+	
CA 121, Microcomputer Spreadsheets	3	PHYS 101, 102+, 110+, 120+, 211+	
Program Electives (see below)	3	PSCI 101	
<b>Total Minimum Units Required for Certificate/Major</b>	<b>32</b>	<b>Area B Social &amp; Behavioral Sciences: (min. 3 units)</b>	
<b>Program Electives: Complete three units from the following:</b>		AJ 201, 204, 206	
ACCT 199+, Occupational Work Experience	1-8	ANTH 102, 103, 110, 112, 140	
BUS 101, Introduction to Business	3	BUS 101, 212	
BUS 201, Business Law	3	CFE 102, 103+	
CA 131, Relational Law Management and Design	3	COMM 217+	
MGT 115, Human Behavior in Organizations	3	DFST 105, 106, 110	
BIP 110, Beginning Computer Keyboarding (previously named OT 101)	1	ECON 100, 101+, 102+, 110	
CA 111, Word Processing-Microsoft Word	3	GEOG 105, 106, 110	
<i>other requirements for degree</i>		HIST 101, 102, 104, 105, 107, 108, 110, 111, 113, 114, 116+, 118, 119	
General Education	21-27	POLS 101, 103, 200, 201+, 202+, 203+	
Proficiency (See Proficiency Requirements)	*	PSY 101, 200+, 201+, 212+, 230+, 232, 233+, 234+, 235+, 236+	
Electives	1-8	SOC 101, 105, 110, 111, 112, 115, 116, 120, 200+	
<b>Minimum Units Required for AS Degree</b>	<b>60</b>	<b>Area C Humanities: (min. 3 units)</b>	
<b>Other Requirements:</b>		ART 100, 101, 102, 103, 104, 106, 110, 113, 120, 132, 135, 136+, 137+, 140,	
• Minimum grade of "C" required on each course		145, 150, 163+, 170+, 210+, 213+	
• Maximum of 6 pass/no-pass units accepted for the Certificate		CHIN 101, 102+, 201+, 202+	
• Maximum of 12 pass/no-pass units accepted for the Degree		COMM 103, 112, 114, 214+, 217+, 219+	
• Refer to catalog or online website for course listings and descriptions		DA 101	
• Substitutions, with prior permission, may be made for certain courses that may not be offered in a two-year period		DFST 101, 102+, 105, 106, 201+, 202+	
		ENGL 102, 111+, 112+, 221+, 222+, 225+, 227+, 230+, 231+, 235+, 242+, 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 101, 102, 104, 105, 107, 108, 110, 111, 113, 115, 118, 119	
		LATN 101, 102+, 201+	
		MUS 101, 105, 111, 121+, 131, 132+, 151+, 153+, 185+, 231+, 232+, 251A+, 251B+, 253A+, 253B+	

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MUSC 102, 103, 107, 108, 109  
 NF 150  
 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

CS 120, 121, 122, 123

COMM 101, 107, 109, 112, 114, 115, 217+, 219+

ENGL 102+, 103+

GEOG 201, 205

MATH 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

DA 111

HD 100, 101, 102, 103, 105

HE 101, 120, 201

KINT 100

LIB 107, 110

NF 100, 102, 103, 110

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 Writing and Math. Students must demonstrate competency in each of these areas in order to be eligible for the associate degree.

#### A. 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.

#### B. 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

**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](http://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.

**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.