

# A.S./Certificate: Business Information Professional Degree 24-25



## ABOUT THIS MAJOR

The Associate in Science degree in **Business Information Professional** is designed to prepare students for careers in business office environments where they can demonstrate advanced computer literacy with respect to computer hardware and software applications, develop advanced keyboarding skills, adeptly function in word processing, spreadsheets, PowerPoint, and database software, as well as perform advanced business office tasks in business math and accounting (QuickBooks). For more information, visit the [Social and Behavioral Sciences](#) division

### TO EARN A DEGREE A STUDENT MUST COMPLETE THE FOLLOWING:

- [1] Completion of 60-semester units
- [2] Completion of General Education Requirements
- [3] Minimum grade point average of 2.0
- [4] A C or better in all courses required for the major

**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>.

**\*To earn Certificate only:** only the major & program electives courses are required and a must earn a minimum grade point average of 2.0

## A.S. Business Information Professional [Total Units 39]

Program Prerequisites: (32 units)	
<b>Level 1 Quick Start Certificate of Achievement</b>	
BIP100 - Intro to Business Information Professional	3
BIP105 - Computer Literacy	1
BIP106 - MS Outlook	1
BIP110 - Keyboarding I	1
BIP111 - MS Word I	1
BIP112 - MS Excel I	1
BIP114 - MS PowerPoint I	1
BIP115 - Practical Math for Business Consumers	3
<b>Level 2 Certificate of Achievement</b>	
*BIP 100 & BIP 115 NOT REQUIRED if completed in BIP Level 1	
BIP113 - MS Access I	1
BIP120 - Keyboarding II	1
BIP121 - MS Word II	1
BIP122 - MS Excel II	1
BIP123 - MS Access II	1
BIP125 - Adobe Acrobat	1
BIP126 - Workplace Communication	3
BIP127 - Introduction to Accounting	3
<b>Level 3 Certificate of Achievement</b>	
BIP124 - MS PowerPoint II	1
BIP130 - Keyboarding III	1
BIP131 - MS Word III	1
BIP132 - MS Excel III	1
BIP133 - MS Access III	1
BIP150 - Business Information Professional	3

Counseling Notes		
<p><b>Prerequisite:</b> If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade to enroll in the next course. 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. Title 5, Section 55200(d)</p>		
<p>AVC 24-25 CATALOG: <a href="#">ACADEMIC POLICIES</a></p>		
<p>INFORMATION and RESOURCES</p>		
Tutoring Assistance	Career Center	AVC Student Health Services
Transfer Center	Office of Students with Disabilities	Palmdale Center
Basic Needs	Financial Aid	Counseling Division

## RECOMMENDED PATHWAY A.S. Business Information Professional

The Recommended Plan of Study is determined by the discipline faculty. All **Program Electives** for the Major and [#] **General Education Courses** are recommended only. Except for ENGL 101, you can make other selections for this area if you choose ([See back page for options](#)).

- [\*] = Courses will fulfill the completion requirements for Major & Gen Ed I
- [#] recommended courses may select other options.
- Electives are courses that count toward your credits for graduation, but not specific to degree of study
- Take classes in Summer or Intersession if needed to complete your degree in a timely manner
- Fall/Spring: Max 19 units, 12-15 units Recommended.

TERM 1	
Course	Units
BIP 100	3
BIP 105	1
BIP 106	1
BIP 110	1
BIP 112	1
BIP 114	1
BIP 115	1
AVC GE-AREA E: #HD 101	3
<b>Total Units</b>	<b>15</b>

TERM 2	
Course	Units
BIP 113	1
BIP 120	1
BIP 121	1
BIP 122	1
BIP 123	1
BIP 125	1
BIP 126	3
BIP 127	3
AVC GE-AREA D1: ENGL 101	3
<b>Total Units</b>	<b>15</b>

SUMMER TERM 1	
Course	Units
ELECTIVE	3
<b>Total Units</b>	<b>3</b>

TERM 3	
Course	Units
BIP 124	1
BIP 130	1
BIP 131	1
BIP 132	1
BIP 133	1
BIP 150	3
AVC GE-AREA D2: #COMM 101	3
AVC GE-AREA C: #MUSC 102	3
<b>Total Units</b>	<b>14</b>

TERM 4	
Course	Units
AVC GE-AREA A: #BIOL 104	3
AVC GE-AREA B: #POLS 101	3
AVC GE-AREA F: #BUS 212	3
ELECTIVE	3
ELECTIVE	1
<b>Total Units</b>	<b>13</b>

The State requires ALL STUDENTS to have a Comprehensive Education Plan. You MUST make a counseling appointment as soon as enrollment is established to receive your plan. Stop by the Counseling Center or call 661-722-6300 x 6338 to schedule an appointment.

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## 2023-2024 AVC General Education Requirements

Advising Form Effective Fall 2023 - Summer 2024

GE AREA	COMPLETED	IN PROGRESS	NEED	
				<p>The requirements for an AA or AS degree include the following:</p> <ol style="list-style-type: none"> <li>1. A minimum of 60 semester units; with at least 12 semester units completed in residence at AVC for an AA/AS degree (credit earned by examination will not be included in these 12 units); maximum of 12 pass/no-pass credit units can be accepted towards an AA/AS degree.</li> <li>2. Refer to each individual program for major requirements. All major courses as specified in the AVC catalog <u>must</u> be completed with a grade of "C" or better.</li> <li>3. An overall grade point average (GPA) of 2.0 ("C" average) is required.</li> </ol> <p><b>Double counting:</b> While a course may 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.</p> <p><b>Prerequisite:</b> 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. 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. <i>Title 5, Section 55200(d)</i></p> <p><b>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</b></p>
<b>AREA A: NATURAL SCIENCES - Select at least 3 units</b>				
A				<p>ANTH 101, 101L; ASTR 101, 101L; BIOL 100, 101, 101L, 102, 103, 104, 110, 120, 201, 202, 204, 205; CHEM 101, 102, 110, 120, 210, 220; ELTE 101; ERSC 101; GEOG 101, 101L, 102, 102L; GEOL 101, 101L, 102, 102L; PHYS 101, 102, 110, 120, 211; PSCI 101</p>
<b>AREA B: SOCIAL &amp; BEHAVIORAL SCIENCES- Select at least 3 units</b>				
B				<p>AJ 201, 204, 206; ANTH 102, 103, 110, 112, 140; BUS 101, 212; CFE 102, 103; COMM 217; DFST 105, 106, 110; 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, 200, 201, 212, 230, 232, 233, 234, 235, 236; SOC 101, 105, 110, 111, 112, 115, 116, 120, 200; THA 240</p>
<b>AREA C: HUMANITIES- Select at least 3 units</b>				
C				<p>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 112, 114, 214, 217, 219; DA 101; 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; 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</p>
<b>AREA D: LANGUAGE AND RATIONALITY</b>				
Select 3 units from (1) and 3 units from (2). <b>Grade of "C" or better required in Area D1</b>				
D1				<p>D1 Academic Composition: ENGL 101</p>
D2				<p>D2 Communication and Analytical Thinking: BUS 113; CA 103; CS 120, 121, 122, 123; COMM 101, 107, 109, 112, 114, 115, 201, 217, 219; ENGL 102, 103; GEOG 201, 205; MATH 103, 110, 115, 116, 120, 124, 128, 131, 135, 140, 148, 150, 160, 220, 230, 250; NF 150; PHIL 101, 106, 110, 201</p>
<b>AREA E: ADDITIONAL BREADTH</b>				
Select 3 units from Areas A, B, C, D2, or E *Courses must be taken from a discipline not previously selected				
E				<p>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 DA 102-205, <u>except</u> 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</p>
<b>AREA F: DIVERSITY STUDIES- Select 3 units</b>				
F				<p>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</p>