# Certificate: Computer and Workplace Fundamentals (Noncredit)
# 24-25

**ABOUT THIS MAJOR**

This certificate is designed to equip students with the tools that are needed to evaluate their own abilities, interests, and values when searching and applying for a particular career. Students will learn basic computer and application software and technology skills that will aid students during their career search journey and toward specific job positions. For more information, visit the Social and Behavioral Sciences division.

**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 A Certificate A STUDENT MUST COMPLETE THE FOLLOWING:**
[1] Minimum grade "P" on each course

**Certificate- Computer and Workplace Fundamentals**

| Required Courses: Choose one of the following | |
|---|---|
| CA998 - Computers, Application Software, and Technology for Beginners | 0 |
| BUS999 - Map for Workplace Success | 0 |

**RECOMMENDED PATHWAY Certificate-** Computer and Workplace Fundamentals

The Recommended Plan of Study is determined by the discipline faculty.

- Take classes in **Summer** or **Intersession** if needed to complete your degree in a timely manner
- [#] recommended courses may select other options.
- Fall/Spring: Max 19 units, 12-15 units Recommended.
- This is a certificate only program, currently no associated degree offered.

| TERM 1 | |
|---|---|
| **Course** | **Units** |
| **CA998** | 0 |
| **BUS999** | 0 |
| Total Units | 0 |

| COUNSELING NOTE SECTION |
|---|
| **Prerequisite:** 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)<br><br>**AVC 24-25 CATALOG:** ACADEMIC POLICIES<br><br>**INFORMATION and RESOURCES**<br><br>Tutoring Assistance    Career Center    AVC Student Health Services<br><br>Transfer Center    Office of Students with Disabilities    Palmdale Center<br><br>Basic Needs    Financial Aid    Counseling Division |

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.