

# A.S./Certificate: Accounting Professional Bookkeeping 24-25



## ABOUT THIS MAJOR

This major is primarily intended for those students who plan to obtain employment or desire promotions in their current positions in the accounting and bookkeeping field. Students who complete this associate degree have enhanced employability with various types of employers and in various fields of bookkeeping and accounting. For example, students may be employed by governmental agencies, not-for-profit organizations, and private businesses. They may even decide to go into business for themselves as a bookkeeper, tax preparer or accountant, preferably after gaining initial or additional experience on the job. Specific positions of employment for Professional Bookkeepers include accounting clerks, accounting technicians, auditing clerks, bookkeeping clerks, and full-charge bookkeepers. 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

### AS- Accounting: Professional Bookkeeping [Total Units 32-33]

Required Courses (26 units)	
ACCT111 - Bookkeeping	3
ACCT113 - Bookkeeping II	3
ACCT115 - Payroll Bookkeeping	2
ACCT121 - Computerized Accounting	3
ACCT131 - Introduction to Income Tax	3
BUS113 - Business Communications	3
BUS121 - Fundamentals of Investment and Personal Finance	3
CA103 - Introduction to Computer and Digital Technology	3
CA121 - Microcomputer Spreadsheets	3

Required Math course: Complete at one (3-7 units)	
BUS105 - Business Mathematics	3
OR	
MATH124 - Finite Math	4

Program Electives- Complete 3 units from the following:	
ACCT199 - Occupational Work Experience	1-8
BUS101 - Introduction to Business	3
BUS201 - Business Law	3
CA131 - Relational Database Management and Design	3
MGT115 - Human Behavior in Organization	3
CA111 - Word Processing-Microsoft Word	3

## RECOMMENDED PATHWAY AS: Accounting: Professional Bookkeeping

The Recommended Plan of Study is determined by the discipline faculty. All **Program Electives** for the Major and **General Education** Courses, Areas A-F, 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
ACCT 111	3
CA 103	3
MATH COURSE: #BUS 105	3
AVC Gen-Ed- AREA D1: ENGL 101	3
AVC Gen Ed- AREA E: #HD 101	3
<b>Total Units</b>	<b>15</b>

TERM 2	
Course	Units
ACCT 113	3
ACCT 115	2
BUS 113	3
CA 121	3
AVC Gen-Ed- AREA D2: #COMM 101	3
<b>Total Units</b>	<b>14</b>

SUMMER TERM 1	
Course	Units
AVC Gen-Ed- AREA B: #POLS 101	3
<b>Total Units</b>	<b>3</b>

TERM 3	
Course	Units
ACCT 121	3
ACCT 131	3
AVC Gen-Ed- AREA A: #BIOL 104	3
AVC Gen Ed- AREA F: #BUS 212	3
PROGRAM ELECTIVE: (choose from list)	1-8
<b>Total Units</b>	<b>13-20</b>

TERM 4	
Course	Units
BUS 121	3
AVC Gen Ed-Area C :#MUSC 102	3
Elective	3
Elective	3
Elective	3
<b>Total Units</b>	<b>15</b>

### 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)

AVC 24-25 CATALOG: [ACADEMIC POLICIES](#)

#### INFORMATION and RESOURCES

Tutoring Assistance	Career Center	AVC Student Health Services
Transfer Center	Office of Students with Disabilities	Palmdale Center
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.

## 2024-2025 AVC General Education Requirements

Advising Form Effective Fall 2024 - Summer 2025

GE AREA	COMPLETED	IN PROGRESS	NEED	Requirements
				<p>The requirements for an AA or AS degree include the following:</p> <ol style="list-style-type: none"> <li>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>Refer to each individual program for major requirements. All major courses as specified in the AVC catalog <b>must be completed with a grade of "C" or better.</b></li> <li>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> <p style="text-align: center;">Legend: ( ) = Newly Approved, Effective Fall 2024</p>
<b>AREA A: NATURAL SCIENCES-Select at least 3 units</b>				
A				ANTH 101,(101H); ASTR 101,(101H); BIOL 100, 101*#, 101L*#, 102, 103, 104, (104H),110, 120, 201, 202, 204, 205; CHEM 101, 102, 110, 120, 210, 220; ELTE 101; ERSC 101; GEOG 101, 102; GEOL 101,(101H), 102; PHYS 101, 102, 110, 120, 211; PSCI 101 *#BIOL 101 & 101L must be taken concurrently
<b>AREA B: SOCIAL &amp; BEHAVIORAL SCIENCES-Select at least 3 units</b>				
B				AJ 201, 204, 206; ANTH 102, 103, 110, 112,(112H), 140; BUS 101, 212; CFE 102, 103; COMM 217; DFST 105, 106, 110; ECON 100, 101,(101H), 102,(102H), 110; GEOG 105, 106, 110; HIST 101, 102, 104, 105, 107,(107H), 108, (108H),110, (110H), 111,(111H), 113, 114, 116, 118, 119; POLS 101, (101H),103, 200, 201, 202, 203; PSY 101,(101H) 200, 201, 212, 230, 232, 233, 234, 235, 236; SOC 101,(101H), 105, 110, 111, 112, 115, 116, 120, 200
<b>AREA C: HUMANITIES-Select at least 3 units</b>				
C				ART 100, 101,(101H),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,(253H), 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,(107H), 108,(108H), 110,(110H), 111,(111H), 113, 115, 118, 119; LATN 101, 102, 201; MUS 101,(101H), 105,(106),(110), 111, 121, 131, 132, 151, 153, 185, 231, 232, 251A, 251B, 253A, 253B; MUSC 102, 103, 107,108, 109,(109); NF 150; PHIL 105,(105H), 106, 108, 109 (130), (140); PHOT 107; PHTC 101, 150, 201; SPAN 101, 110SS, 102, 201, 202, 210SS, 220SS; THA 101,(101H), 102, 103, 110, 115A, 115B, 116A, 116B, 117A, 117B, 118A, 118B, 121A, 121B, 130, 133, 225, 239, (239H)
<b>AREA D: LANGUAGE AND RATIONALITY</b>				
Select 3 units from (1) and 3 units from (2). <u>Grade of "C" or better required in Area D1</u>				
D1				D1 Academic Composition: ENGL 101, (101H)
D2				D2 Communication and Analytical Thinking: BUS 113; CA 103; CS 120, 121, 122, 123; COMM 101,(101H), 107, 109, 112, 114, 115, 201, 217, 219; ENGL 102,(102H), 103,(103H); GEOG 201, 205;MATH 110, 115,(115H), 116, 120, 124, 128, 135, 140, 148, 150,(150H), 160, 220, 230, 250; PHIL 101, 106, 110, 201,(210)
<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				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, <b>except</b> 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
<b>AREA F: DIVERSITY STUDIES-Select 3 units</b>				
F				ANTH 102, 112,(112H); BUS 212; CFE 116; COMM 114, 217, 219; DFST 105, 106; ECON 110; ENGL 250, 253,(253H), 256, 257, 259; ETHN (110),(111), (112),( 113), 257EN;FTV 201, 203; HE 201; HIST 110, (110H),111, (111H), 113; MUSC 107, 108; POLS 202; SOC 105, 110, 116; THA 239, ( 239H)