

# A.S./Certificate: General Business 24-25



## ABOUT THIS MAJOR

Students who complete the associate degree have enhanced employability in several fields. They are well-prepared for entry-level career opportunities in areas such as marketing, purchasing, retail, sales, customer service, accounting, and entrepreneurship. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, culture, and society in which they live, with the ability to think and communicate clearly and effectively. The major offers a choice of concentrations in Marketing or Management. 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- General Business [Total Units 39-42]

Required Courses: (18 units)	
BUS101 - Introduction to Business	3
BUS111 - Business English	3
BUS113 - Business Communications	3
BUS121 - Fundamentals of Investment and Personal Finance	3
BUS201 - Business Law	3
BUS212 - Women in Organizations	3

Required course: complete one (3-4 units) from the following	
ACCT111 - Bookkeeping	3
OR	
ACCT201 - Financial Accounting	4

Required course: complete one (3-4 units) from the following	
BUS105 - Business Mathematics	3
MATH115 - Statistics	4
MATH116 - Introduction to Statistics Using R	4
MATH124 - Finite Math	4

Required course: complete one (3 units) from the following	
CA103 - Introduction to Computers and Digital Technology	3
OR	
CA221 - Computer Concepts & Applications in Business	4

Required course: complete one (3 units) from the following	
CA121 - Microcomputer Spreadsheets	3
OR	
CA111 - Word Processing-Microsoft Word	3

Program Electives (9 units)		
Select a Concentration (Management or Marketing)		
Marketing Concentration		Management Concentration
MKTG101 - Principles of Marketing	MGT101 - Management Principles	3
MKTG112 - Intro to Advertising	MGT115 - Human Behavior in Organization	3
MKTG130 - Digital Marketing	MGT121 - Human Resources Management	3

## RECOMMENDED PATHWAY AS- General Business

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
BUS 105	3
BUS 101	3
#CA 103 or CA 221	3-4
BUS 111	3
AVC Gen Ed- AREA E: #HD 101	3
<b>Total Units</b>	<b>15-16</b>

TERM 2	
Course	Units
CA 121	3
AVC Gen-Ed- AREA D1: ENGL 101	3
AVC Gen Ed- AREA D2: #MATH 115	3
MKTG 101 or MGT 101	3
<b>Total Units</b>	<b>13</b>

SUMMER TERM 1	
Course	Units
BUS 212	3
AVC Gen-Ed- AREA B: #ECON 101	3
<b>Total Units</b>	<b>6</b>

TERM 3	
Course	Units
BUS 121	3
ACCT 111 or ACCT 201	3-4
AVC Gen Ed-Area F	3
AVC Gen Ed-Area C: #PHIL 105	3
MKTG 130 or MGT 121	3
<b>Total Units</b>	<b>15-16</b>

TERM 4	
Course	Units
BUS 201	3
BUS 113	3
AVC Gen Ed-Area A: #BIOL 104	3
MKTG 132 or MGT 121	3
<b>Total Units</b>	<b>12</b>

COUNSELING NOTE SECTION		
<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>		
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.

## 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> <p>1. A minimum of <b>60 semester units</b>; with at least <b>12 semester units completed in residence at AVC</b> for an AA/AS degree (credit earned by examination will not be included in these 12 units); <b>maximum of 12 pass/no-pass credit units</b> can be accepted towards an AA/AS degree.</p> <p>2. Refer to each individual program for major requirements. <b>All major courses</b> as specified in the AVC catalog <b>must be completed with a grade of "C" or better</b>.</p> <p>3. An overall grade point average (GPA) of <b>2.0 ("C" average)</b> is required.</p> <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, <b>except</b> DA 107A-C, 108, 109, and 111 Any Kinesiology Fitness (KINF) activity course, Intercollegiate Athletics (IATH) activity course, or <b>up to 4 units</b> 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>	