

# Certificate/AS-Computer Applications 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 3 (Fall/Spring: Max. 19 units, 12-15 u. recommended)	Units
CA 221, Computer Concepts & Applications in Business	4	CA 121, Microcomputer Spreadsheets	3
General Education Area E. #HD 101	3	CA 171, Introduction to Networking	3
General Education Area D1 (English 101+)	3	CIS 157, Intro. to LINUX	3
Elective #BIP 110, 120, 130	3	Elective #BUS 111	3
<b># Recommended</b>		<b>Total</b>	<b>12</b>
<b>Total</b>	<b>13</b>		
Term 2 (Fall/Spring: Max. 19 units, 12-15 u. recommended)	Units	Term 4 (Fall/Spring: Max. 19 units, 12-15 u. recommended)	Units
CA 151, Microcomputer Operating Systems	3	CA 131, Relational Database Management and Design	3
CA 107, Microcomputer Hardware & Software Support	4	Program Elective: #CA 175	3
CA 111, Word Processing–Microsoft Word	3	General Education Area D2.	4
General Education Area A (Science) #BIOL 104	3	General Education Area F. #BUS 212	3
<b>Summer: Max. 15 units, 12 units recommended</b>		<b>Total</b>	<b>13</b>
<b>Total</b>	<b>13</b>		
Summer Term: Max. 15 units, 12 units recommended	Units	<b>Transfer or Graduate</b>	
General Education Area B #POLS 101	3	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: <a href="https://www.avc.edu/student-services/counseling">https://www.avc.edu/student-services/counseling</a>	
General Education Area C #MUSC 102	3		
Elective #BUS 113	3		
<b>Total</b>	<b>9</b>		
Certificate/Major Required Courses:		Area B Social & Behavioral Sciences: (min. 3 units)	
CA 103, Intro. to Computers & Dig. Tech. <i>or</i> CA 221, Computer Concepts and Applications in Business	3-4	AJ 201, 204, 206	
CA 107, Microcomputer Hardware & Software Support	4	ANTH 102, 103, 110, 112, 140	
CA 111, Word Processing–Microsoft Word	3	BUS 101, 212	
CA 121, Microcomputer Spreadsheets	3	CFE 102, 103+	
CA 131, Relational Database Management and Design	3	COMM 217+	
CA 151, Microcomputer Operating Systems	3	DFST 105, 106, 110	
CA 171, Introduction to Networking	3	ECON 100, 101+, 102+, 110	
CA 157, Intro. to LINUX	3	GEOG 105, 106, 110	
Program Electives (see below)	3	HIST 101, 102, 104, 105, 107, 108, 110, 111, 113, 114, 116+, 118, 119	
<b>Total Minimum Units Required for Certificate/Major</b>	<b>28-29</b>	POLS 101, 103, 200, 201+, 202+, 203+	
Program Electives: Complete 3 units from the following:		PSY 101, 200+, 201+, 212+, 230+, 232, 233+, 234+, 235+, 236+	
CA 103, Introduction to Computers & Digital Technology	3	SOC 101, 105, 110, 111, 112, 115, 116, 120, 200+	
CA 175, Administering Windows Server	3	<b>Area C Humanities: (min. 3 units)</b>	
CA 199+, Occupational Work Experience	1-8	ART 100, 101, 102, 103, 104, 106, 110, 113, 120, 132, 135, 136+, 137+, 140,	
CA 221, Computer Concepts and Applications in Business	4	145, 150, 163+, 170+, 210+, 213+	
<i>other requirements for degree</i>		CHIN 101, 102+, 201+, 202+	
General Education	21-27	COMM 112, 114, 214+, 217+, 219+	
Proficiency (See Proficiency Requirements)	*	DA 101	
Electives	1-8	DFST 101, 102+, 105, 106, 201+, 202+	
<b>Minimum Units Required for AS Degree</b>	<b>60</b>	ENGL 102, 111+, 112+, 221+, 222+, 225+, 227+, 230+,	
<b>Other Requirements:</b>		242+, 253+, 256+, 257+, 259+, 265+, 279+	
• Minimum grade of "C" required on each course		FREN 101, 102+, 201+, 202+, 203+	
• Maximum of 6 pass/no-pass units accepted for the Certificate		FTV 101, 103, 107, 108, 201, 203, 241, 251, 261	
• Maximum of 12 pass/no-pass units accepted for the Degree		GER 101, 102+, 201+, 202+	
• Minimum of 9 units must be completed at AVC for the major/certificate		HIST 101, 102, 104, 105, 107, 108, 110, 111, 113, 115, 118, 119	
• Refer to catalog or online website for course listings and descriptions		LATN 101, 102+, 201+	
• Substitutions, with prior permission, may be made for certain courses that may not be offered in a two-year period		MUS 101, 105, 111, 121+, 131, 132+, 151+, 153+, 185+, 231+, 232+,	
<b>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</b>		251A+, 251B+, 253A+, 253B+	
Area A Natural Sciences: (min. 3 units)		MUSC 102, 103, 107, 108, 109	
ANTH 101, 101L		NF 150	
ASTR 101+, 101L+		PHIL 105, 106, 108, 109	
BIOL 100, 101+, 101L+, 102, 103, 104, 110+, 120+, 201+, 202+, 204+,		PHOT 107	
CHEM 101+, 102+, 110+, 120+, 210+, 220+		PHTC 101, 150+, 201+	
ELTE 101		SPAN 101, 110SS, 102+, 201+, 202+, 210SS+, 220SS+	
ERSC 101+		THA 101, 102, 103, 110, 115A, 115B+, 116A+, 116B+, 117A+, 117B+,	
GEOG 101+, 101L+, 102, 102L+		118A+, 118B+, 121A, 121B, 130, 133, 225+, 239	
GEOL 101+, 101L+, 102+, 102L+		<b>Area D Language &amp; Rationality: (min. 3 units from (1) and 3 units from (2))</b>	
PHYS 101, 102+, 110+, 120+, 211+		1. <i>Academic Composition:</i> Courses fulfilling the written composition requirement	
PSCI 101		shall be designed to include both expository and argumentative writing.	
		ENGL 101+	

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### 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	FTV 201, 203
BUS 212	HE 201+
CFE 116+	HIST 110, 111, 113
COMM 114, 217+, 219+	MUSC 107, 108
DFST 105, 106	POLS 202+
ECON 110	SOC 105, 110, 116
ENGL 250+, 253+, 256+, 257+, 259+	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 as an elective.

**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