



Fresno City College

**BUSINESS
2017-2018**

Name: _____

ID: _____

Date: _____

Advisor Contact: _____

A grade of "C" or better is required in the following courses

| CERTIFICATES | C-ID | Units | Completed | In Progress | Planned |
|---|------|-------|-----------|-------------|---------|
| BUSINESS ADMINISTRATION | | | | | |
| Entrepreneurial Ventures (F.2041.CN) 8-10 units | | | | | |
| BA 27, Collegiate Entrepreneurs Organization (CEO) /Students in Free Enterprise (SIFE) | | 1-3 | | | |
| BA 49, Business Protocol for Entrepreneurs | | 2 | | | |
| BA 50, Business Concepts | | 2 | | | |
| BA 52, Introduction to Entrepreneurship | | 3 | | | |
| Human Resource Management Assistant (F.2052.CN) 9-10 units | | | | | |
| BA 31, Human Resource Management | | 3 | | | |
| BA 33, Human Relations in the Workplace | | 3 | | | |
| *BT 9, Computer Applications I OR *BT 25, Microsoft Office OR *CIT 20, Microsoft Office | | 3-4 | | | |
| <i>*students have the option of BT 9, BT 25, or CIT 20</i> | | | | | |
| BUSINESS & TECHNOLOGY | | | | | |
| Business Office English (F.2372.CN) 8 units | | | | | |
| BT 5, Workplace Communication | | 3 | | | |
| BT 13, Applied Business Correspondence | | 2 | | | |
| BT 112, Business English | | 3 | | | |
| Business Office Math Fundamentals (F2328.CN) 5units | | | | | |
| BT 104, Ten-Key Calculations | | 2 | | | |
| BT 115, Refresher Math | | 3 | | | |
| Computer Applications Software (F2202.CN) 12.5 units | | | | | |
| BT 9, Computer Applications I | | 4 | | | |
| BT 10, Computer Applications II | | 4 | | | |
| BT 33, Emerging Technologies for the Business Professional | | 3 | | | |
| BT 106, Computer Keyboarding | | 1.5 | | | |
| Foundation for the Office Professional (F.2326.CN) 11.5 units | | | | | |
| BT 28, Microsoft Word I | | 1.5 | | | |
| BT 106, Computer Keyboarding | | 1.5 | | | |
| BT 115, Refresher Math | | 3 | | | |
| BT 116, Spelling and Vocabulary Building | | 2 | | | |
| BT 121, Working Relationships | | 1.5 | | | |
| BT 127, Microsoft Outlook and E-Mail | | 1 | | | |
| BT 134, Exploration of Careers in Business | | 1 | | | |
| Microsoft Office Foundations (F.2325.CN) | | | | | |

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|--|--|-----|--|--|--|
| 3-5-8.5 units | | | | | |
| BT 24, Beginning Excel OR | | 1 | | | |
| BT 9, Computer Applications I | | 4 | | | |
| BT 28, Microsoft Word I | | 1.5 | | | |
| BT 127, Microsoft and E-Mail | | 1 | | | |
| BT 126, Automated Business Records OR | | 1 | | | |
| BT 9, Computer Applications I | | 4 | | | |
| BT 130, Beginning PowerPoint OR | | 1 | | | |
| BT 9, Computer Applications I | | 4 | | | |
| | | | | | |
| Microsoft Word (F.2323.CN) 3 units | | 1.5 | | | |
| BT 28, Microsoft Word I | | 1.5 | | | |
| BT 29, Microsoft Word II | | | | | |
| | | | | | |
| BUSINESS MANAGEMENT | | | | | |
| Business Finance and Accounting (F.2031.CN) 11 units | | | | | |
| ACCTG 4A/4AH, Financial Accounting | | 4 | | | |
| ACCTG 4B/4BH, Managerial Accounting | | 4 | | | |
| BA 35, Financial Management for Entrepreneurs and Small Business | | 3 | | | |
| | | | | | |
| Business Finance and Investments (F.2271.CN) 6 units | | | | | |
| BA 34, Fundamentals of Investing | | 3 | | | |
| BA 35, Financial Management for Entrepreneurs and Small Business | | 3 | | | |
| | | | | | |
| Human Relations and Communications (F.2510.CN) 6 units | | | | | |
| BA/BT 5, Workplace Communication | | 3 | | | |
| BA 33, Human Relations in the Workplace | | 3 | | | |
| | | | | | |
| Human Resource Management and Human Relations (F.2520.CN) 6 units | | 3 | | | |
| BA 31, Human Resources Management | | 3 | | | |
| BA 33, Human Relations in the Workplace | | | | | |
| | | | | | |
| Management and Supervision (F.2182.CN) 6 units | | 3 | | | |
| BA 40, Supervision and Leadership | | 3 | | | |
| BA 43, Principles of Management | | | | | |
| | | | | | |
| Personal Finance and Investments (F.2032.CN) 6 units | | | | | |
| BA 30, Personal Finance | | 3 | | | |
| BA 34, Fundamentals of Investing | | 3 | | | |
| | | | | | |
| Small Business Management (F.2030.CN) 4.5 units | | | | | |
| BA 38, Operation of the Small Business | | | | | |
| BA 51, Business Planning and New Venture Launch | | | | | |
| | | | | | |
| MARKETING | | | | | |
| Advertising (F.2113.CN) 9 units | | | | | |
| MKTG 10, Principles of Marketing | | 3 | | | |
| MKTG 12, Advertising and Promotion | | 3 | | | |
| MKTG 21, Digital Marketing | | 3 | | | |
| | | | | | |
| Fashion Merchandising (F.2152.CN) 9 units | | | | | |
| MKTG 14, Retailing | | 3 | | | |
| MKTG 17, Visual Merchandising | | 3 | | | |
| MKTG 22, Introduction to Fashion Merchandising | | 3 | | | |
| | | | | | |
| Personal Sales (F.2114.CN) 9 units | | | | | |
| BA 33, Human Relations in the Workplace | | 3 | | | |
| MKTG 10, Principles of Marketing | | 3 | | | |
| MKTG 11, Selling and Sales Management | | 3 | | | |

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|---|--|---|--|--|--|
| Retailing (F.2116.CN) 9 units | | | | | |
| BA 33, Human Relations in the Workplace | | 3 | | | |
| MKTG 10, Principles of Marketing | | 3 | | | |
| MKTG 14, Retailing | | 3 | | | |

Notes:

Students planning to transfer to CSU Fresno in Business Administration should refer to the CSU Fresno Business Administration major sheet for important major and CSU GE planning information.