



# Fresno City College

**BUSINESS  
2018-2019**

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
<b>BUSINESS ADMINISTRATION</b>					
<b>Entrepreneurial Ventures (F.2041.CN) 9-12 units</b>					
BA 10, Introduction to Business		3			
BA 51, Business Planning and New Venture Launch		1.5			
BA 52, Introduction to Entrepreneurship		3			
<b>Elective Courses: select 1 course from the following:</b>					
BA 24, Negotiations		1.5			
BA 27, Entrepreneurship Startup Lab		1-3			
BA 30, Personal Finance		3			
<b>Human Resource Management Assistant (F.2052.CN) 9-10 units</b>					
BA 31, Human Resource Management		3			
BA 33, Human Relations in the Workplace		3			
*BT 9, Computer Applications I <b>OR</b> *BT 25, Microsoft Office <b>OR</b> *CIT 20, Microsoft Office		3-4			
<i>*students have the option of BT 9, BT 25, or CIT 20</i>					
<b>BUSINESS &amp; TECHNOLOGY</b>					
<b>Business Office English (F.2372.CN) 8 units</b>					
BT 5, Workplace Communication		3			
BT 13, Applied Business Correspondence		2			
BT 112, Business English		3			
<b>Business Office Math Fundamentals (F.2328.CN) 5 units</b>					
BT 104, Ten-Key Calculations		2			
BT 115, Refresher Math		3			
<b>Computer Applications Software (F.2202.CN) 12.5 units</b>					
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			
<b>Foundation for the Office Professional (F.2326.CN) 11.5 units</b>					
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			
<b>Microsoft Office Foundations (F.2325.CN) 5.5-8.5 units</b>					
BT 24, Beginning Excel <b>OR</b> BT 9, Computer Applications I		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 <b>OR</b> BT 9, Computer Applications I		1 4		
BT 130, Beginning PowerPoint <b>OR</b> BT 9, Computer Applications I		1 4		
<b>Microsoft Word (F.2323.CN) 3 units</b>				
BT 28, Microsoft Word I		1.5		
BT 29, Microsoft Word II		1.5		
<b>BUSINESS MANAGEMENT</b>				
<b>Business Finance and Accounting(F.2031.CN) 11 units</b>				
ACCTG 4A/4AH, Financial Accounting		4		
ACCTG 4B/4BH, Managerial Accounting		4		
BA 35, Financial Management for Entrepreneurs and Small Business		3		
<b>Business Finance and Investments (F.2271.CN) 6 units</b>				
BA 34, Fundamentals of Investing		3		
BA 35, Financial Management for Entrepreneurs and Small Business		3		
<b>Human Relations and Communications (F.2510.CN) 6 units</b>				
BA/BT 5, Workplace Communication		3		
BA 33, Human Relations in the Workplace		3		
<b>Human Resource Management and Human Relations(F.2520.CN) 6 units</b>				
BA 31, Human Resources Management		3		
BA 33, Human Relations in the Workplace		3		
<b>Management and Supervision(F.2182.CN) 6 units</b>				
BA 40, Supervision and Leadership		3		
BA 43, Principles of Management		3		
<b>Personal Finance and Investments (F.2032.CN) 6 units</b>				
BA 30, Personal Finance		3		
BA 34, Fundamentals of Investing		3		
<b>Small Business Management(F.2030.CN) 4.5 units</b>				
BA 38, Operation of the Small Business		3		
BA 51, Business Planning and New Venture Launch		1.5		
<b>MARKETING</b>				
<b>Advertising (F.2113.CN) 9 units</b>				
MKTG 10, Principles of Marketing		3		
MKTG 12, Advertising and Promotion		3		
MKTG 21, Digital Marketing		3		
<b>Fashion Merchandising (F.2152.CN) 9 units</b>				
MKTG 14, Retailing		3		
MKTG 17, Visual Merchandising		3		
MKTG 22, Introduction to Fashion Merchandising		3		
<b>Personal Sales (F.2114.CN) 9 units</b>				
BA 33, Human Relations in the Workplace		3		
MKTG 10, Principles of Marketing		3		
MKTG 11, Selling and Sales Management		3		
<b>Retailing (F.2116.CN) 9 units</b>				
BA 33, Human Relations in the Workplace		3		
MKTG 10, Principles of Marketing		3		
MKTG 14, Retailing		3		
<b>21<sup>st</sup> Century Work Competencies (F.2035.CN) 6units</b>				
BA 10, Introduction of Business		3		
BA 33, Human Relations in the Workplace		3		
<b>21<sup>st</sup> Century Work Competencies (CC) 0units</b>				
BA 310, Introduction of Business		0		
BA 333, Human Relations in the Workplace		0		

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.***