



Fresno City College

**BUSINESS
2019-2020**

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) 9-12 units					
BA 10, Introduction to Business		3			
BA 51, Business Planning and New Venture Launch		1.5			
BA 52, Introduction to Entrepreneurship		3			
Elective Courses: select 1 course from the following:					
BA 24, Negotiations		1.5			
BA 27, Entrepreneurship Startup Lab		1-3			
BA 30, Personal Finance		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			
Professional and Civic Behaviors (F.2036.CN) 1 unit					
BA 101, Basic Professional and Civic Behaviors		0.25			
BA 102, Intermediate Professional and Civic Behaviors		0.25			
BA 103, Advanced Professional and Civic Behaviors		0.25			
BA 104, Applied Professional and Civic Behaviors		0.25			
BUSINESS & TECHNOLOGY					
Bookkeeping Fundamentals (F.2015.CN) 4.5 units					
BT 24, Beginning Excel		1			
BT 131, Applied Accounting		3.5			
Business Office English (F.2372.CN) 6 units					
BT 5, Workplace Communication		3			
BT 112, Business English		3			
Business Office Math Fundamentals (F.2328.CN) 5 units					
BT 104, Ten-Key Calculations		2			
BT 115, Refresher Math		3			
Computer Applications Software (F.2202.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 (Deleted Program, Spring 2020)					
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) 5.5-8.5 units				
BT 24, Beginning Excel OR BT 9, Computer Applications I		1-4		
BT 28, Microsoft Word I		1.5		
BT 127, Microsoft and E-Mail		1		
BT 126, Automated Business Records OR BT 9, Computer Applications I		1 4		
BT 130, Beginning PowerPoint OR BT 9, Computer Applications I		1 4		
Microsoft Word (F.2323.CN) 3 units				
BT 28, Microsoft Word I		1.5		
BT 29, Microsoft Word II		1.5		
BUSINESS MANAGEMENT				
Business Finance and Accounting (F.2031.CN) 11 units				
ACCTG 4A, Financial Accounting		4		
ACCTG 4B, 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				
BA 31, Human Resources Management		3		
BA 33, Human Relations in the Workplace		3		
Management and Supervision (F.2182.CN) 6 units				
BA 40, Supervision and Leadership		3		
BA 43, Principles of Management		3		
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		3		
BA 51, Business Planning and New Venture Launch		1.5		
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		
Retailing (F.2116.CN) 9 units				
BA 33, Human Relations in the Workplace		3		
MKTG 10, Principles of Marketing		3		
MKTG 14, Retailing		3		
21st Century Work Competencies (F.2035.CN) 6 units				
BA 10, Introduction of Business		3		
BA 33, Human Relations in the Workplace		3		

21st Century Work Competencies (CC) 0 units				
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.