



Fresno City College

**BUSINESS
2021-2022**

Name: _____

ID: _____

Date: _____

Counselor 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) 7.5 units					
BA 10, Introduction to Business	BUS 110	3			
BA 51, Business Planning and New Venture Launch		1.5			
BA 52, Introduction to Entrepreneurship		3			
Human Resource Management Assistant (F.2052.CN) 9 units					
BA 31, Human Resource Management		3			
BA 33, Human Relations in the Workplace		3			
CIT 12, Computer Literacy <i>OR</i> CIT 15, Computer Concepts		3			
Professional and Civic Behaviors (F.2036.CN) 0.8 unit					
BA 101, Basic Professional and Civic Behaviors		0.20			
BA 102, Intermediate Professional and Civic Behaviors		0.20			
BA 103, Advanced Professional and Civic Behaviors		0.20			
BA 104, Applied Professional and Civic Behaviors		0.20			
Entrepreneurship Skills (F.2042.CC) 0 Unit					
BA 351, Business Planning and New Venture Launch		0			
BT 379, Introduction to Microsoft Office Applications		0			
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			
Microsoft Office Foundations (F.2325.CN) 5.5-8.5 units					
BT 24, Beginning Excel <i>OR</i> 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 <i>OR</i> BT 9, Computer Applications I		4			
BT 130, Beginning PowerPoint <i>OR</i> BT 9, Computer Applications I		4			

Microsoft Word (F.2323.CN) 3 units					
BT 28, Microsoft Word I		1.5			
BT 29, Microsoft Word II		1.5			
Keyboarding Skills (F.2472.CC) 0 units; 54Hrs					
BT 306, Computer Keyboarding; 27Hrs		0			
BT 307, Introduction to Word Processing; 27hrs		0			
Basic Clerical Skills (F.2471.CC) 0 units; 298Hrs					
BT 375A, Introduction to Keyboarding; 72Hrs		0			
BT 375B, Introduction to Filing; 28Hrs		0			
BT 375C, Basic Office Communications;80Hrs		0			
BT 375D, Math Review and Ten-Key Calculator; 59Hrs		0			
BT 375E, Job Search Documents ; 59Hrs		0			
Clerical Training (F.247C.CC) 0units; 600Hrs					
BT 370A, Office Assistant Applications; 300Hrs		0			
BT 370B, Office Assistant Applications; 300Hrs		0			
BUSINESS MANAGEMENT					
Business Finance and Accounting (F.2031.CN) 11 units					
ACCTG 4A, Financial Accounting	ACCT 110	4			
ACCTG 4B, Managerial Accounting	ACCT 120	4			
BA 35, Financial Management for Business		3			
Business Finance and Investments (F.2271.CN) 6 units					
BA 34, Fundamentals of Investing		3			
BA 35, Financial Management for Business		3			
Human Relations and Communications (F.2510.CN) 6 units – Program will be deleted from curriculum effective Spring 2022					
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 – Program will be deleted from curriculum effective Spring 2022					
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			

Competencies for Today's Evolving Workplace (F.2037.CN) 6 units					
BA 10, Introduction of Business	BUS 110	3			
BA 33, Human Relations in the Workplace		3			
Competencies for Today's Evolving Workplace (F.2037.CC) 0units					
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.