



# Fresno City College

**BUSINESS  
2022-2023**

Name: \_\_\_\_\_

ID: \_\_\_\_\_

Date: \_\_\_\_\_

Counselor Contact: \_\_\_\_\_

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

Notes:

*Students planning to transfer to CSU Fresno in Business Administration should refer to the CSU Fresno Business*

CERTIFICATES	C-ID	Units	Completed	In Progress	Planned
<b>BUSINESS &amp; TECHNOLOGY</b>					
<b>Bookkeeping Fundamentals (F.2015.CN) 4.5 units</b>					
BT 24, Beginning Excel		1			
BT 131, Applied Accounting		3.5			
<b>Business Office English (F.2372.CN) 6 units</b>					
BT 5, Workplace Communication		3			
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>Microsoft Office Foundations (F.2325.CN) 5.5-8.5 units</b>					
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		1 4			
BT 130, Beginning PowerPoint <i>OR</i> 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>Keyboarding Skills (F.2472.CC) 0 units; 54Hrs</b>					
BT 306, Computer Keyboarding; 27Hrs		0			
BT 307, Introduction to Word Processing; 27hrs		0			
<b>Basic Clerical Skills (F.2471.CC) 0 units; 298Hrs</b>					
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			
<b>Clerical Training (F.247V.CC) 0 units; 600Hrs</b>					
BT 370A, Office Assistant Applications; 300Hrs		0			
BT 370B, Office Assistant Applications; 300Hrs		0			
<b>Basic Employment Skills (F.8102.CC) 0 units</b>					
BT 331, 21 <sup>st</sup> Century Workforce Skills		0			
BT 377, Getting Started with Computers		0			

*Administration major sheet for important major and CSU GE planning information.*