Fresno City College

Name: _____

ID: _____

Date: _____

Counselor Contact: _____

Major Requirements: 30.5 units

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

CERTIFICATE OF ACHIEVEMENT (F.2215.CA)	C-ID	Units	Completed	In Progress	Planned
Required Core courses					
BT 1, Computer Document Processing I		3			
BT 9, Computer Applications I		4			
BT 19, Work Experience (Cooperation), Occupational		2			
BT 23, Job Search and Workplace Skills		3			
BT 112, Business English		3			
BT 115, Refresher Math		3			
Executive Assistant (Grade of "C" or better)					
BT 2, Computer Document Processing II		3			
BT 6, Records Management		2			
BT 10, Computer Applications II		4			
BT 33, Social Media and Emerging Technologies in the Workplace		3			
BT 122, Typing Skillbuilding		0.5			

NOTES:

1. Training is designed to provide advanced skills for employment in a variety of professional office environments. Students may earn more than one certificate and are required to earn grades of "C" or better in the Office Professional I and emphasis courses.
2. Some of the above courses may have prerequisites. See the catalog or schedule of classes.
3. The *Certificate of Achievement* requires completion of the major (30.5 units) with a "C" or better grade in each course.