Fresno City College

Name: _____

ID: _____

Date: _____

Counselor Contact: _____

Major Requirements: 32 units

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

CERTIFICATE OF ACHIEVEMENT (F.2064.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			
Required Emphasis courses:					
BT 5, Workplace Communication		3			
BT 31, 21st Century Workforce Skills		1.5			
BT 33, Social Media and Emerging Technologies in the Workplace		3			
BT 131, Applied Accounting		3.5			
BT 132, Customer Service in the One-Person Office		3			

Notes:

1. Training is designed to provide advanced skills for entrepreneurs or individuals interested in running a one-person office. Students may earn more than one certificate in addition to the Associate in Science degree and are required to earn grades of "C" or better in all courses.
2. The *Certificate of Achievement* requires completion of the major (32 units) with a "C" or better grade in each course.