



Fresno City College

**BUSINESS TECHNOLOGY
2024-2025**

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
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) 11.5 units					
BT 9, Computer Applications I		4			
BT 10, Computer Applications II		3			
BT 33, Social Media and Emerging Technologies in the Workplace		3			
BT 106, Computer Keyboarding		1.5			
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; 90Hrs					
BT 306, Computer Keyboarding; 45Hrs		0			
BT 307, Introduction to Word Processing; 45hrs		0			
Basic Clerical Skills (F.2471.CC) 0 units; 299.52Hrs					
BT 375A, Introduction to Keyboarding; 72Hrs		0			
BT 375B, Introduction to Filing; 28.08Hrs		0			
BT 375C, Basic Office Communications;80.1 Hrs		0			
BT 375D, Math Review and Ten-Key Calculator; 59.4 Hrs		0			
BT 375E, Job Search Documents; 59.94 Hrs		0			
Basic Employment Skills (F.8102.CC) 0 units; 57.06Hrs					
BT 331, 21 st Century Workforce Skills; 27 Hrs		0			
BT 377, Getting Started with Computers and Workplace Technology 30.06 Hrs		0			
Essential Skills For College & Career Success (F.2473.CC) 0 units; 48.06Hrs					
BT 377, Getting Started with Computers and Workplace Technology 30.06Hrs		0			
COUN 350, College Transition and Success 18Hrs		0			
Essential Skills for College & Career Success (for English Learners) (F. 2474. CC) 0 units; 84/06hrs					
BT 377, Getting Started with Computers and Workplace Technology 30.06Hrs		0			
COUN 350, College Transition and Success 18Hrs		0			
VESL 320, Intermediate English for Vocational Purposes 36Hrs		0			

Introduction to Digital Literacy (F.2330.CC) 0 units; 75.06Hrs					
BT 377, Getting Started with Computers and Workplace Technology 30.06Hrs		0			
BT 379, Introduction to Microsoft Office Applications 45Hrs		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.