



# Fresno City College

Business and Technology Program  
OFFICE PROFESSIONAL II  
2017-2018

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

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

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

Advisor Contact: \_\_\_\_\_

**Major Requirements: 42.5 units**

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

Certificate of Achievement (F.2214.CA)	C-ID	Units	Completed	In Progress	Planned
BT 1, Computer Document Processing 1		3			
BT 2, Computer Document Processing 2		3			
BT 6, Records Management		3			
BT 9, Computer Applications 1		4			
BT 11, Today's Office		3			
BT 23, Job Search and Workplace Skills		3			
BT 104, Ten-Key Calculations		2			
BT 112, Business English		3			
BT 115, Refresher Math		3			
BT 122, Typing Skillbuilding		0.5			
BT 123, Ten-Key Skillbuilding		0.5			
<b>Office Professional II (Grade of "C" or better)</b>					
BT 10, Computer Applications 2		4			
BT 13, Applied Business Correspondence		2			
BT 19, Work Experience (Cooperative) Occupational		2			
BT 33, Social Media and Emerging Technologies in the Workplace		3			
BT 131, Applied Accounting		3.5			

**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 (42.5 units) with a "C" or better grade in each course.