



Fresno City College

Business and Technology Program
OFFICE PROFESSIONAL I
2018-2019

Name: _____

ID: _____

Date: _____

Advisor Contact: _____

Major Requirements: 29 units

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

ASSOCIATE IN SCIENCE (F.2062.AS)	C-ID	Units	Completed	In Progress	Planned
BT 1, Computer Document Processing I		4			
BT 2, Computer Document Processing II		3			
BT 6, Records Management		3			
BT 9, Computer Applications I		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			

NOTES:

1. Training is designed to provide skills for employment in a variety of professional office environments. 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 the Office Professional I courses.
2. Some of the above courses may have prerequisites. See the catalog or schedule of classes.
3. Courses may be offered once a year.
4. The *Associate Degree* requires completion of the major (29 units) plus the completion of the General Associate Degree requirements –basic competencies, physical education/Dance, and lifetime physical and mental wellness –and General Education for a total of 60 semester units minimum requirements with a 2.0 or better GPA.