



Fresno City College

**BUSINESS
2018-2019**

Name: _____

ID: _____

Date: _____

Advisor Contact: _____

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

CERTIFICATES	C-ID	Units	Completed	In Progress	Planned
BUSINESS ADMINISTRATION					
Entrepreneurial Ventures (F.2041.CN) 8-10 units					
BA 27, Collegiate Entrepreneurs Organization (CEO) /Students in Free Enterprise (SIFE)		1-3			
BA 49, Business Protocol for Entrepreneurs		2			
BA 50, Business Concepts		2			
BA 52, Introduction to Entrepreneurship		3			
Human Resource Management Assistant (F.2052.CN) 9-10 units					
BA 31, Human Resource Management		3			
BA 33, Human Relations in the Workplace		3			
*BT 9, Computer Applications I OR *BT 25, Microsoft Office OR *CIT 20, Microsoft Office		3-4			
<i>*students have the option of BT 9, BT 25, or CIT 20</i>					
BUSINESS & TECHNOLOGY					
Business Office English (F.2372.CN) 8 units					
BT 5, Workplace Communication		3			
BT 13, Applied Business Correspondence		2			
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) 12.5 units					
BT 9, Computer Applications I		4			
BT 10, Computer Applications II		4			
BT 33, Emerging Technologies for the Business Professional		3			
BT 106, Computer Keyboarding		1.5			
Foundation for the Office Professional (F.2326.CN) 11.5 units					
BT 28, Microsoft Word I		1.5			
BT 106, Computer Keyboarding		1.5			
BT 115, Refresher Math		3			
BT 116, Spelling and Vocabulary Building		2			
BT 121, Working Relationships		1.5			
BT 127, Microsoft Outlook and E-Mail		1			
BT 134, Exploration of Careers in Business		1			
Microsoft Office Foundations (F.2325.CN) 5.5-8.5 units					
BT 24, Beginning Excel OR BT 9, Computer Applications I		1 4			
BT 28, Microsoft Word I		1.5			
BT 127, Microsoft and E-Mail		1			
BT 126, Automated Business Records OR BT 9, Computer Applications I		1 4			
BT 130, Beginning PowerPoint OR		1			

BT 9, Computer Applications I		4			
Microsoft Word (F.2323.CN) 3 units					
BT 28, Microsoft Word I		1.5			
BT 29, Microsoft Word II		1.5			
BUSINESS MANAGEMENT					
Business Finance and Accounting(F.2031.CN) 11 units					
ACCTG 4A/4AH, Financial Accounting		4			
ACCTG 4B/4BH, Managerial Accounting		4			
BA 35, Financial Management for Entrepreneurs and Small Business		3			
Business Finance and Investments (F.2271.CN) 6 units					
BA 34, Fundamentals of Investing		3			
BA 35, Financial Management for Entrepreneurs and Small Business		3			
Human Relations and Communications (F.2510.CN) 6 units					
BA/BT 5, Workplace Communication		3			
BA 33, Human Relations in the Workplace		3			
Human Resource Management and Human Relations(F.2520.CN) 6 units					
BA 31, Human Resources Management		3			
BA 33, Human Relations in the Workplace		3			
Management and Supervision(F.2182.CN) 6 units					
BA 40, Supervision and Leadership		3			
BA 43, Principles of Management		3			
Personal Finance and Investments (F.2032.CN) 6 units					
BA 30, Personal Finance		3			
BA 34, Fundamentals of Investing		3			
Small Business Management(F.2030.CN) 4.5 units					
BA 38, Operation of the Small Business		3			
BA 51, Business Planning and New Venture Launch		1.5			
MARKETING					
Advertising (F.2113.CN) 9 units					
MKTG 10, Principles of Marketing		3			
MKTG 12, Advertising and Promotion		3			
MKTG 21, Digital Marketing		3			
Fashion Merchandising (F.2152.CN) 9 units					
MKTG 14, Retailing		3			
MKTG 17, Visual Merchandising		3			
MKTG 22, Introduction to Fashion Merchandising		3			
Personal Sales (F.2114.CN) 9 units					
BA 33, Human Relations in the Workplace		3			
MKTG 10, Principles of Marketing		3			
MKTG 11, Selling and Sales Management		3			
Retailing (F.2116.CN) 9 units					
BA 33, Human Relations in the Workplace		3			
MKTG 10, Principles of Marketing		3			
MKTG 14, Retailing		3			
21st Century Work Competencies (F.2035.CN) 6units					
BA 10, Introduction of Business		3			
BA 33, Human Relations in the Workplace		3			
21st Century Work Competencies (CC) 0units					
BA 310, Introduction of Business		0			
BA 333, Human Relations in the Workplace		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.