



# 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**

CERTIFICATE OF ACHIEVEMENT (F.2062.CA)	C-ID	Units	Completed	In Progress	Planned
BT 1, Computer Document Processing 1		4			
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			

**NOTES:**

1. Training is designed to provide skills for employment in a variety of professional office environments. Students 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 *Certificate of Achievement* requires completion of the major (29 units) with a "C" or better grade in each course.