



# Fresno City College

Business and Technology Program  
OFFICE PROFESSIONAL II  
2018-2019

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

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

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

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

**Major Requirements: 43.5 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		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			
<b>Emphasis Area</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 (43.5 units) with a "C" or better grade in each course.