



Fresno City College



FCC

Workshops

Interested in the Health or Business Career Pathway?

Workshops 1-3-Room 208

1. Information Session

May 9: 10:00am; or

May 10: 3:00pm

2. Admissions/Orientation

May 23: 10:00am; or

May 24: 3:00pm

3. Financial Aid Workshop

May 30 10:00am; or

May 31: 3:00pm

Drop in Office Hours - Meet w/ FCC Counselors

June 6: 10:00am to 2:00pm in
Room 208.

It is highly recommended students
attend above workshops 1-3.

**The admissions application/
orientation is required.** If you
miss this workshop, then meet
with a FCC Counselor on June 6
or call/email Lisa Vincent, Adult
Education Coordinator at:

Fresno City College is offering the following courses at
Fresno Adult School:

SUMMER 2023

Allied Health (AHLTH) 100: Introduction to Health Careers

Essential Skills for College and Career Success Certification

- **Business Technology (BT) 377:** Getting Started with Computers and Workplace Technology
- **Counseling (COUN) 350:** College Transition & Success

FALL 2023

Health Information Technology (HIT) 10: Medical Terminology

Registered Nursing (RN) 105: Medication Math

BT 377

COUN 350

Computer Applications Software Certification

- **BT 106:** Computer Keyboarding
- **BT 9:** Computer Applications I
- **BT 33:** Social Media & Emerging Technologies in the Workplace
- **BT 10:** Computer Applications II (Spring 24)

*There is no charge for non-credit courses and Dual Enrollment (SB554) qualifying students. Financial Aid is available to those do not meet the above. A \$13.00 Health Fee may apply.

559.442.8200 ext. 8473 or lisa.vincent@fresnocitycollege.edu



COURSE DESCRIPTION

Business and Health Pathways

Essential Skills for College & Career Success Certificate (Noncredit):

BT 377 Getting Started with Computers and Workplace Technology: Basic technology literacy required for the workplace and for success in technology courses. Includes launching a computer and navigating applications, keyboarding, emailing, and creating basic documents.

COUN 350 College Transition and Success: Personal and academic support for a successful transition to college. Includes accessing resources, learner-centered strategies, self-assessment, time management, educational planning, career awareness, and interdependence.

Computer Applications Software Certificate (For Credit):

BT 106 Computer Keyboarding (1.5 units): Students develop skills using the touch method to key letters, numbers, and figures on a computer keyboard.

BT 9 Computer Applications I (4 units): Introduction to and the development of computer skills with integrated software for office applications. Includes word processing, spreadsheets, graphics, database, and electronic communication using Microsoft Office.

BT 33 Social Media and Emerging Technologies in the Workplace (3 units): Dynamic coverage of current information on social networking and emerging technologies for today's workplace. Includes researching and applying the latest tools toward office and administrative problem solving.

BT 10 Computer Applications II (4 units fall 23/3 units sp /24): Advanced computer application skills for professional use. Includes preparing and enhancing documents, spreadsheets, databases, and presentations using Microsoft Office.

Allied Health Pathway Courses (For Credit):

AHLTH 100 Introduction to Health Careers (2 units): A prerequisite course for Allied Health programs to establish a solid foundation in the understanding of Allied Health professions and the multidisciplinary environment.

HIT 10 Medical Terminology (3 units): Medical vocabulary with concentration on prefixes, suffixes, and root words. Definitions as applied to body systems including terminology used in examinations, diagnoses, procedures, laboratory investigations, and medical reports.

RN 105 Medication Math (0.5 unit): Review of basic mathematical concepts. Focus on calculation of medication dosages.