

Recommended Sequence of Courses

Program of Study: Business Payroll
Department: Business Administration Department
Coordinator: Breck Withers 778-3961 bwithers@santarosa.edu
Effective: Fall 2015

Course offerings subject to change. Please consult current
 Schedule of Classes.

This document is for planning purposes only and is not a
 guarantee of course offerings

Course Number	Course Title	Units				Prerequisites/ Advisories	In Person	Online	Hybrid	Day	Evening	Weekend
			Fall	Spring	Summer							
First Semester												
BBK 52.1	Payroll	3.0		x	x		x				x	
BGN 203	Self-Paced 10-key	0.5	x	x			x			x	x	
BGN 204	Electronic Calculator	0.5	x	x			x			x	x	
CS 60.11A	Microsoft Word, Part 1	1.5	x	x	x		x	x		x	x	
CS 61.11A	Microsoft Excel, Part 1	1.5	x	x	x		x	x		x	x	
BAD 1	Financial Accounting	3.0+	x	x			x	x		x	x	
BBK 50	Computerized Bookkeeping and Accounting 1						x	x		x	x	
BGN 101	Typing	0.5+	x	x	x		x			x	x	
BGN 102	Typing-Skill Building						x			x	x	
BGN 201	Typing Self-Paced (Credit by Exam)						x			x	x	
HR 62 (0.5)	Human Resource Records Administration	2.0+	x	x				x				
HR 64 (1.0)	Human Resource Salary Administration							x				
HR 65 (1.5)	Human Resource Benefits Administration							x				x
First Semester Unit Total:		12.5										
Minimum units to meet program requirements:		12.5										

Notes: * = Every Other Semester
 In Person = Traditional Classroom setting
 Online = Class is taught using an online format
 Hybrid = Course is taught using a combination of in-person and online formats

Day = In person courses that begin at 7:00am or later
 Evening = In person courses that begin at 5:00pm or later
 Weekend = In person courses taught on Saturday and/or Sunday