

Recommended Sequence of Courses

Program of Study: Payroll

Department: Business Administration

Coordinator: Breck Withers (707) 778-3961

Effective: Spring 2012

Course Number	Course Title	Units
First Semester		
BBK 52.1	Payroll Record Keeping and Reporting	3.0
BGN 85	Electronic Calculator	0.5
CS 61.11A	Microsoft Excel, Core	1.5
BOT 312.2	Self-Paced Grammar Review	0.5
BOT 312.3	Self-Paced Punctuation, Capitalization and Number Review	0.5
BAD 1 or	Financial Accounting	4.0
BBK 50	Computerized Bookkeeping and Accounting 1	3.0
Payroll Elective	See program website for list	2.0

Minimum units to meet program requirements: 11.0

Notes: