

Recommended Sequence of Courses

Program of Study: Administrative Support 2

Department: Business Administration

Coordinator: Susan Jaderstrom (707) 778-3964

Effective: Spring 2012

Course Number	Course Title	Units
First Semester		
BGN 203	Self-Paced 10-Key Numeric Keypad	0.5
BOT 174.3	Organize Your Office Filing Systems	0.5
BGN 71	Business English Grammar	3.0
CS 60.11A	Microsoft Word, Part 1	1.5
CS 60.11B	Microsoft Word, Part 2	1.5
BOT 56.3	Office Communication & Interpersonal Skills	2.0
CS 61.11A	Microsoft Excel, Part 1	1.5
BOT 154.13	Job Seeking Skills For Office Professionals	1.0
First Semester Unit Total:		11.5
Second Semester		
BGN 81	Practical Business Math Skills	3.0
CS 167.11	Microsoft Outlook	0.5
BOT 59.2A	Business Records Skills, Part 1	2.0
CS 61.11B	Microsoft Excel, Part 2	1.5
CS 62.11A	Microsoft PowerPoint, Part 1	1.5
CS 63.11A	Microsoft Access, Part 1	1.5
Second Semester Unit Total:		10.0

Minimum units to meet program requirements: 21.5

Notes: