

Recommended Sequence of Courses - Fall Start 2 Semester

Program of Study: Legal Secretary

Department: Business Administration Department

Coordinator: Business Admin 527-4435 bad-admin@santarosa

Effective: Fall 2014

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						
			Fall	Spring	Summer		In Person	Online	Hybrid	Day	Evening	Weekend
First Semester (Fall)												
BGN 71	Business English	3.0	x	x			x	x			x	x
BGN 102	Typing Skill Building	1.5	x	x			x	x			x	x
BOT 85.1	Legal Professions	1.0	x	x			x					x
BGN 110	Exploring Business Careers	1.0	x	x			x				x	x
BGN 111	Soft Skills for Business	3.0	x	x			x				x	x
CS 60.11A	Microsoft Word, Part 1	1.5	x	x			x	x			x	x
CS 61.11A	Microsoft Excel, Part 1	1.5	x	x			x	x			x	x
First Semester Unit Total:		15.5										
Second Semester (Spring)												
BGN 112	Marketing Your Skills	3.0		x			x				x	
BGN 205	Basic Filing	0.5	x	x			x				x	x
BMG 52	Written Communication in Organizations	3.0	x	x		BGN 71	x					x
BOT 85.4	Civil Litigation Practices and Procedures	1.5	x	x			x					x
BOT 85.5	Discovery Practices and Procedures	1.5	x	x			x					x
BOT 154	Office Procedures for the 21st Century	3.0		x			x				x	
BOT 99.3I	Business Office Tech Occupational Work Experience Internship	2.0										
Second Semester Unit Total:		14.5										
Complete at least X units from above												
Minimum units to meet program requirements:												

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

3-7-16 jbk