

## Recommended Sequence of Courses - Fall Start 2 Semester

**Program of Study:** Business: Management  
**Department:** Business Administration Department  
**Coordinator:** bad-admin@santarosa.edu 527-4435  
**Effective:** Fall 2015

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

Course Number	Course Title	Units	Fall	Spring	Summer	Prerequisites/ Advisories	In Person	Online	Hybrid	Day	Evening	Weekend
<b>First Semester (Fall)</b>												
BGN 81	Practical Business Math Skills	3.0	x	x			x			x	x	
HR 60	Human Resource Management	3.0	x	x			x				x	
BMG 53	Oral Communications in Organizations	3.0	x	x			x				x	
BMG 61	Skills for Managers	1.5	x	x	x		x	x				x
BMG 62.1	One-on-One Management Communications	1.0	x				x					x
BMG 62.4	Managing Work Groups	1.5	x				x					x
<b>First Semester Unit Total:</b>		<b>13.0</b>										
<b>Second Semester (Spring)</b>												
BMG 52	Written Communication in Organizations	3.0	x	x		BGN 71	x				x	
BMG 55	Business Management Accounting	3.0		x			x				x	
BAD 52	Human Relations	3.0	x	x	x		x			x	x	
BMG 63.1	Motivating and Empowering Employees	1.5		x			x					x
BMG 63.4	Managerial Leadership	1.5		x			x					x
BMG 66.4	Project Management	1.0		x			x					x
BMG 67.4	Conflict Management	1.5		x			x					x
<b>Second Semester Unit Total:</b>		<b>14.5</b>										
<b>Electives</b>												
BAD 53	Business Prob/Sprdsheets	3.0	x	x			x				x	
CS 61.11	Microsoft Excel	3.0	x	x	x		x	x		x	x	
CS 63.11	Microsoft Access	3.0	x	x				x		x	x	
<b>Complete at least X units from above</b>		<b>1.5</b>										
<b>Minimum units to meet program requirements:</b>		<b>29.0</b>										

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

11/9/16 SMT