

**Business Administration Department**  
**Business: Administrative Assistant - 30.0 units**  
 Effective Fall 2014

Coordinator: Brad Davis

522-2824

bdavis@santarosa.edu

**Recommended Sequence of Course Requirements**  
 Fall Start – 2 Semesters

<b>Course Number</b>	<b>Course Title</b>	<b>Units</b>
<b>First Semester (Fall)</b>		
BGN 71#	Business English	3.0
BGN 81	Business Math	3.0
BGN 102 #	Typing Skill Building	1.5
BGN 203 #	Self-paced, 10-key	0.5
BGN 111	Soft Skills for Business	4.0
CS 60.11A #	Microsoft Word, Part 1	1.5
CS 61.11A #	Microsoft Excel, Part 1	1.5
<b>First Semester Unit Total:</b>		<b>15.0</b>
<b>Second Semester (Spring)</b>		
CS 57.11 or BBK 50	Introduction to Social Media or Computerized Bookkeeping I	3.0
BGN 112**	Marketing Your Skills (spring only)	3.0
BGN 204	Electronic Calculator	0.5
BGN 205 #	Basic Filing	0.5
BMG 52*	Written Communication in Organizations	3.0
BOT 154**	Office Procedures for the 21 <sup>st</sup> Century (spring only)	3.0
BOT 99.1I	Business Office Tech Occupational Work Experience Internship	2.0
<b>Second Semester Unit Total:</b>		<b>15.0</b>

**NOTES:**

\* Course has prerequisite. Complete BGN 71 before registering for BMG 52.

\*\*Course is taught in spring semester only.

# Completion of these courses meets the requirements for the Office Assistant certificate.

Above recommendations are assuming student begins in a **fall** semester. See Recommended Sequence of Courses for spring semester start.

BOT 99.1I must be taken for a minimum of 2.0 units. Towards the end of the semester before applying for the internship, visit Work Experience Office for assistance. Course has prerequisites.

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 Spring Start – 2 Semesters

Course Number	Course Title	Units
<b>First Semester (Spring)</b>		
BGN 71 #	Business English	3.0
BGN 102 #	Typing Skill Building	1.5
BGN 110#	Exploring Business Careers	1.0
BGN 111 #	Soft Skills for Business	3.0
BGN 112**	Marketing Your Skills (spring only)	3.0
BGN 205 #	Basic Filing	0.5
BOT 154**	Office Procedures for the 21 <sup>st</sup> Century (spring only)	3.0
<b>First Semester Unit Total:</b>		<b>15.0</b>
<b>Second Semester (Fall)</b>		
CS 57.11or BBK 50	Introduction to Social Media or Computerized Bookkeeping I	3.0
BGN 81	Business Math	3.0
BGN 203 #	Self-paced, 10-key	0.5
BGN 204	Electronic Calculator	0.5
BMG 52*	Written Communication in Organizations	3.0
CS 60.11A #	Microsoft Word, Part 1	1.5
CS 61.11A #	Microsoft Excel, Part 1	1.5
BOT 99.1I	Business Office Tech Occupational Work Experience Internship	2.0
<b>Second Semester Unit</b>		<b>15.0</b>

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**Recommended Sequence of Course Requirements**  
 Spring Start – 3 Semesters

Course Number	Course Title	Unit
<b>First Semester (Spring)</b>		
BGN 71 #	Business English	3.0
BGN 81	Business Math	3.0
BGN 110 #	Exploring Business Careers	1.0
BGN 111#	Soft Skills for Business	3.0
<b>First Semester Unit Total:</b>		<b>10.0</b>
<b>Second Semester (Fall)</b>		
CS 57.11 or BBK 50	Introduction to Social Media or Computerized Bookkeeping I	3.0
BGN 102 #	Typing Skill Building	1.5
BGN 205#	Basic Filing	0.5
BMG 52*	Written Communication in Organizations	1.5
CS 60.11A #	Microsoft Word, Part 1	1.5
<b>Second Semester Unit Total:</b>		<b>9.5</b>
<b>Third Semester (Spring)</b>		
BGN 112**	Marketing Your Skills (spring only)	3.0
BGN 203 #	Self-paced 10-key	0.5
BGN 204	Electronic Calculator	0.5
BOT 154**	Office Procedures for the 21 <sup>st</sup> Century (spring only)	3.0
CS 61.11A #	Microsoft Excel, Part 1	1.5
BOT 99.1I	Business Office Tech Occupational Work Experience Internship	2.0
<b>Third Semester Unit Total:</b>		<b>10.5</b>

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<b>First Semester (Fall)</b>		
BGN 71#	Business English	3.0
BGN 102 #	Typing Skill Building	1.5
BGN 110#	Exploring Business Careers	1.0
BGN 111#	Soft Skills for Business	3.0
CS 60.11A #	Microsoft Word, Part 1	1.5
<b>First Semester Unit Total:</b>		<b>10.0</b>
<b>Second Semester (Spring)</b>		
BGN 81	Business Math	3.0
BGN 112**	Marketing Your Skills (spring only)	3.0
BGN 203 #	Self-paced, 10-key	0.5
BGN 205 #	Basic Filing	0.5
BOT 154**	Office Procedures for the 21 <sup>st</sup> Century (spring only)	3.0
<b>Second Semester Unit Total:</b>		<b>10.0</b>
<b>Third Semester (Fall)</b>		
CS 57.11 or BBK 50	Introduction to Social Media or Computerized Bookkeeping I	3.0
BGN 204	Electronic Calculator	0.5
BMG 52*	Written Communication in Organizations	3.0
CS 61.11A #	Microsoft Excel, Part 1	1.5
BOT 99.1I	Business Office Tech Occupational Work Experience Internship	2.0
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