

## Recommended Sequence of Courses - Fall Start

**Program of Study:** Administrative Office Professional Major  
**Department:** Business Administration Department  
**Coordinator:** Brad Davis 527-2824 bdavis@santarosa.edu  
**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	Semester Offered	Prerequisites/ Advisories						
					In Person	Online	Hybrid	Day	Evening	Weekend
<b>First Semester (Fall)</b>										
BGN 71	Business English	3.0			x	x		x	x	
BGN 102	Typing Skill Building	1.5			x			x	x	
BGN 110	Exploring Business Careers	1.0			x			x	x	
BGN 111	Soft Skills for Business	3.0			x			x	x	
BGN 205	Basic Filing	0.5			x			x	x	
<b>First Semester Unit Total:</b>		<b>9.0</b>								
<b>Second Semester (Spring)</b>										
BOT 154	Office Procedures for the 21st Century	3.0			x			x	x	
CS 60.11A	Microsoft Word, Part 1	1.5								
CS 61.11A	Microsoft Excel, Part 1	1.5								
LIR 10 or 30	Information Literacy	1.0								
<b>Second Semester Unit Total:</b>		<b>7.0</b>								
<b>Third Semester (Fall)</b>										
CS 57.11 or BBK 50	Introduction to Social Media or Computerized Bookkeeping 1	3.0 3.0			x	x		x	x	
BMG 52	Written Communication in Organizations	3.0		BGN 71						
<b>Third Semester Unit Total:</b>		<b>6.0</b>								
<b>Fourth Semester (Spring)</b>										
BGN 112	Marketing Your Skills	3.0			x			x	x	
BOT 99.Xi	Business Office Tech Occupational Work Experience Internship	2.0								
<b>Fourth Semester Unit Total:</b>		<b>5.0</b>								
<b>Minimum units to meet program requirements:</b>		<b>27.0</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