



**SANTA ROSA  
JUNIOR COLLEGE**

**Business Administration Department  
Business Management Certificate - 29.0 units  
Effective Fall 2014**

Contact: [bad-admin@santarosa.edu](mailto:bad-admin@santarosa.edu)

527-4435

**Recommended Sequence of Course Requirements  
2 Semesters**

| Course Number                     | Course Title                                | Units       |
|-----------------------------------|---|-------------|
| <b>First Semester</b>             |   |             |
|                                   |   |             |
| BAD 52                            | Human Relations                             | 3.0         |
| BAD 53                            | Solving Business Problems with Spreadsheets | 1.5         |
| BMG 54                            | Quantitative Skills/Math                    | 3.0         |
| BMG 61                            | Skills for Managers                         | 1.5         |
| BMG 62.1                          | One-on-One Management                       | 1.0         |
| BMG 62.4                          | Managing Workgroups                         | 1.5         |
| BMG 63.4                          | Managerial Leadership                       | 1.5         |
| <b>First Semester Unit Total:</b> |   | <b>13.0</b> |

| <b>Second Semester</b>             |  |             |
|------------------------------------|--|-------------|
| BMG 52                             | Written Communications in Organizations (check prerequisite) | 3.0         |
| BMG 53                             | Oral Communications in Organizations                         | 3.0         |
| BMG 55                             | Business Management Accounting                               | 3.0         |
| BMG 63.1                           | Motivation and Empowerment                                   | 1.5         |
| BMG 66.4                           | Project Management   | 1.0         |
| BMG 67.4                           | Conflict Management  | 1.5         |
| HR 60                              | Human Resource Management                                    | 3.0         |
| <b>Second Semester Unit Total:</b> |  | <b>16.0</b> |



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**Recommended Sequence of Course Requirements  
4 Semesters**

| Course Number                     | Course Title                                | Units      |
|-----------------------------------|---|------------|
| <b>First Semester</b>             |   |            |
| BAD 52                            | Human Relations                             | 3.0        |
| BAD 53                            | Solving Business Problems with Spreadsheets | 1.5        |
| BMG 61                            | Skills for Managers                         | 1.5        |
| <b>First Semester Unit Total:</b> |   | <b>6.0</b> |

|                                    |  |            |
|------------------------------------|--|------------|
| <b>Second Semester</b>             |  |            |
| BMG 52                             | Written Communications in Organizations (check prerequisite) | 3.0        |
| BMG 63.1                           | Motivating and Empowering Employees                          | 1.5        |
| HR 60                              | Human Resource Management                                    | 3.0        |
| <b>Second Semester Unit Total:</b> |  | <b>7.5</b> |

|                                   |                                      |            |
|-----------------------------------|--------------------------------------|------------|
| <b>Third Semester</b>             |                                      |            |
| BMG 53                            | Oral Communications in Organizations | 3.0        |
| BMG 54                            | Quantitative Skills/Math             | 3.0        |
| BMG 62.1                          | One-on-One Management Communication  | 1.0        |
| BMG 62.4                          | Managing Workgroups                  | 1.5        |
| <b>Third Semester Unit Total:</b> |                                      | <b>8.5</b> |

|                                    |                                |            |
|------------------------------------|--------------------------------|------------|
| <b>Fourth Semester</b>             |                                |            |
| BMG 55                             | Business Management Accounting | 3.0        |
| BMG 63.4                           | Managerial Leadership          | 1.5        |
| BMG 66.4                           | Project Management             | 1.0        |
| BMG 67.4                           | Conflict Management            | 1.5        |
| <b>Fourth Semester Unit Total:</b> |                                | <b>7.0</b> |