

Recommended Sequence of Courses

Program of Study: Client Services Specialist

Department: Business Administration

Coordinator: Peggy Phipps (707) 527-4628

Effective: Spring 2012

Course Number	Course Title	Units	Semester Offered	Prerequisites
First Semester				
BAD 52	Human Relations	3.0		
BAD 53	Solving Business Problems with Spreadsheets	1.5		
Computer Electives	See program website for list	1.5		
First Semester Unit Total:		6.0		
Second Semester				
BMG 52	Written Communication in Orngaizations	3.0		BGN 71
BGN 85	Electronic Calculator	0.5		
BOT 172	Basic Filing, Self-Paced	0.5		
Computer Electives	See program website for list	3.0		
Second Semester Unit Total:		7.0		
Third Semester				
BMG 53	Oral Communication in Organizations	3.0		
BMG 54	Quantitative Skills/Math	3.0		
BMG Electives	See program website for list	3.0		
Third Semester Unit Total:		9.0		
Fourth Semester				
Topic Electives	HLC 160 or RE 50 or SOC 2	3.0		
WE99I	Work Experience Internship	2.0		
Fourth Semester Unit Total:		5.0		

Minimum units to meet program requirements: 27.0

Notes: