

Recommended Sequence of Courses - 1 Semester

Program of Study: Legal Office Support

Department: Business Administration Department

Coordinator: Business Admin 527-4435 bad-admin@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	Fall	Spring	Summer	Prerequisites/ Advisories	In Person	Online	Hybrid	Day	Evening	Weekend
First Semester												
BOT 85.1	Legal Professions	1.0	x	x			x					x
BGN 71	Business English	3.0	x	x			x	x		x	x	
BGN 102	Typing Skill Building	1.5	x	x	x		x	x		x	x	
BGN 110	Exploring Business Careers	1.0	x	x			x			x	x	
BGN 205	Basic Filing	0.5	x	x	x		x			x	x	
CS 60.11A	Microsoft Word, Part 1	1.5	x	x	x		x	x		x	x	
First Semester Unit Total:		12.0										
Complete any combination totaling at least 3.0 units from the following												
BOT 85.4	Civil Litigation Practice and Procedures	1.5	x	x			x				x	
BOT 85.5	Discovery Practices and Procedures	1.5	x	x			x				x	
BOT 156	Legal Office Procedures (Sub BOT 154)	3.0	x	x			x				x	
Complete at least X units from above		3.0										
Minimum units to meet program requirements:		14.5										

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