

Recommended Sequence of Courses - 2 Semester

Program of Study: Administrative Assistant
Department: Business Administration
Coordinator: Katie Seder 527-4458 kseder@santarosa.edu
Effective: Fall 2017

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				Prerequisites/ Advisories						
			Fall	Spring	Summer		In Person	Online	Hybrid	Day	Evening	Weekend
First Semester												
BGN 71	Business English	3.0	x	x	x		x	x		x	x	
BGN 81	Business Math	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										
BGN 111	Soft Skills for Business	3.0	x	x			x			x	x	
CS 60.11A	Microsoft Word, Part 1	1.5	x	x			x	x		x	x	
CS 61.11A	Microsoft Excel, Part 1	1.5	x	x			x	x		x	x	
First Semester Unit Total:		14.5										
Second Semester												
BBK 50	Computerized Bookkeeping I	3.0	x	x			x	x		x	x	
BGN 112	Marketing Your Skills	3.0	x	x			x			x		
BGN 205	Basic Filing	0.5	x	x			x			x	x	
BOT 154	Office Procedures for the 21st Century	3.0	x	x			x			x		
BOT 99.11	Business Office Tech Occupational Work Experience Internship	2.0	x	x	x	See Coordinator						
	Electives	1.0	x	x	x	See Coordinator	x	x	x	x	x	x
Second Semester Unit Total:		12.5										
Minimum units to meet program requirements		27.0										

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

3-8-17 kkd