

Business Administration Department

PAYROLL

Recommended Sequence of Courses

Program of Study: Payroll

Department: Business Administration

Coordinator: Breck Withers 778-3961

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Effective: Fall 2013

This program is designed to be completed in one semester.

The courses are listed in an order recommended for students who will be taking more than one semester to complete the certificate.

Course Number	Course Title	Units
BBK 50 ***	Computerized Bookkeeping 1	3.0
BBK 52.1	Payroll	3.0
BGN 201 *	Typing, Self-paced	0.5
BGN 203	Self-paced 10-Key	0.5
BGN 204	Electronic Calculator	0.5
CS 60.11A	Microsoft Word, Part 1	1.5
CS 61.11A	Microsoft Excel, Part 1	1.5
HR	Restricted Electives**	2.0

Minimum units to meet program requirements: 12.5

* Will substitute BGN 102, Typing Skill Building, 1.5 units

*** Will substitute BAD 1, Financial Accounting, 4.0 units

** Restricted Electives – complete 2 units

HR 62	Records Administration	0.5
HR 64	Salary Administration	1.0
HR 65	Benefits Administration	1.5
HR 74	Payroll Administration	2.0