

Recommended Sequence of Courses - 1 Semester

Program of Study: Office Assistant
Department: Business Administration Department
Coordinator: Katie Seder 527-4458 kseder@santarosa.edu
Effective: Fall 2013

**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	In Person	Online	Hybrid	Day	Evening	Weekend
			Fall	Spring	Summer							
First Semester												
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 111	Soft Skills for Business	3.0	x	x			x			x	x	
BGN 203	Self-paced, 10-key	0.5	x	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	
CS 61.11A	Microsoft Excel, Part 1	1.5	x	x	x		x	x		x	x	
First Semester Unit Total:		12.5										
Minimum units to meet program requirements:		12.5										

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

11-1-16 kkd