

Recommended Sequence of Courses - 2 Semester

Program of Study: Administrative Assistant
Department: Business Administration
Coordinator: Katie Seder 527-4458 kseder@santarosa.edu
Effective: Fall 2016

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 | 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 203 | Self-paced, 10-key | 0.5 | 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: | | 15.0 | | | | | | | | | | |
| 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 204 | Electronic Calculator | 0.5 | x | x | | | x | | | x | x | |
| BGN 205 | Basic Filing | 0.5 | x | x | | | x | | | x | x | |
| BMG 52 | Written Communication in Organizations | 3.0 | x | x | | BGN 71 | 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 | | | | | | |
| Second Semester Unit Total: | | 15.0 | | | | | | | | | | |
| Minimum units to meet program requirements | | 30.0 | | | | | | | | | | |

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

5-25-16 kkd