Recommended Sequence of Courses - 4 Semesters

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

Course Number	Course Title	Units	Fall	Spring	Summer	Prerequisites/ Advisories	In Person	Online	Hybrid	Day	Evening	Weekend
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	
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 205	Basic Filing	0.5	x	x	x		x			x	x	
	General Ed	6.0										
First Semester Unit Total:		**15.0**										
Second Semester												
BMG 52	Written Communication in Organizations	3.0	x	x		BGN 71	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	
LIR 10 or 30	Information Literacy	1.0	x	x			x					
	General Ed	8.0										
Second Semester Unit Total:		**15.0**										
Third Semester												
BOT 154	Office Procedures	3.0	x	x			x			x	x	
BBK 50	Computerized Bookkeeping 1	3.0	x	x			x	x		x	x	
	General Ed	9.0										
Third Semester Unit Total:		**15.0**										
Fourth Semester												
BGN 112	Marketing Your Skills	3.0	x	x			x			x	x	
BOT 99.1i	Business Office Tech Occupational Work Experience Internship	2.0	x	x	x	See Coordinator						
	General Ed	10.0										
Fourth Semester Unit Total:		**15.0**										
Minimum units to meet program requirements:		**27 units program + General Ed**										

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