



Fall Term 1		13 credit hours	Hours	Notes
1st 8 weeks				
•	BSA 225 Administrative Professional: Office Management		3	Course cross-listed with CSA 225
•	BSA 102 Career Search and Success: Skills for Entering and Succeeding in the Workplace		1	
•	ENG 136 Professional Writing in the Workplace <small>Program Elective</small>		3	RECOMMENDED COURSE. See the program electives and/or see an Academic Advisor for additional options. Prerequisite: Satisfactory score on the English skills assessment or ENG 095.
2nd 8 weeks				
•	CSA 126 Microsoft Office for Windows		3	
•	ENG 101 College Composition I <small>College Composition or Applied Communication</small>		3	Prerequisites: Satisfactory score on the English skills assessment; or a grade of "C" or better in ENG 095. Reading Proficiency.
Term hours subtotal:			13	
Spring Term 1		12 credit hours	Hours	Notes
1st 8 weeks				
•	MGT 233 Business Communication <small>Program Elective</small>		3	RECOMMENDED COURSE. See the program electives and/or see an Academic Advisor for additional options.
•	MGT 140 Organizational Behavior		3	
2nd 8 weeks				
•	ENG 102 College Composition II <small>College Composition or Applied Communication</small>		3	Prerequisites: ENG 101 or ENG 101A or ENG 103. Reading Proficiency.
•	MGT 132 Ethics in Business		3	
Term hours subtotal:			12	
Summer Term 1		6 credit hours	Hours	Notes
•	MAT 142 College Mathematics <small>Mathematics</small>		3	Prerequisite: MAT 092 or a satisfactory score on the mathematics skills assessment.
•	ACC 121 Introductory Accounting		3	
Term hours subtotal:			6	
Fall Term 2		14 credit hours	Hours	Notes
Full Semester				
•	BSA 110 Personal Finance		3	
1st 8 weeks				
•	BSA 130 Business Financial Applications		3	
•	HUM 101 Introduction to Popular Culture <small>Arts and Humanities AND/OR Social and Behavioral Science</small>		3	Prerequisite: Reading Proficiency
2nd 8 weeks				
•	BSA 131 Introduction to Business		3	
•	CSA 140 Microsoft Word		2	
Term hours subtotal:			14	
Spring Term 2		16 credit hours	Hours	Notes
1st 8 weeks				
•	CSA 110 Introduction to Computer Information Systems		3	
•	MGT 220 Principles of Management		3	
2nd 8 weeks				
•	GEO 103 Introduction to Physical Geography <small>Physical and Biological Science</small>		4	
•	PHI 110 Logic and Critical Thinking in the Digital Age <small>Arts and Humanities AND/OR Social and Behavioral Science</small>		3	Prerequisite: Reading Proficiency
•	LAW 107 Law Office Management <small>Program Elective</small>		3	RECOMMENDED COURSE. See the program electives and/or see an Academic Advisor for additional options.
Term hours subtotal:			16	

This recommended sequence is not a binding agreement of any kind between Yavapai College and the student, but merely represents a potential curriculum that may be altered as appropriate to meet the student's academic objectives. Course availability is subject to change and all courses are not available every semester. Students should inquire each semester with their Advisor before registering to determine current requirements and possible changes to the suggested curriculum.