



Fall Term 1		7 credit hours	Hours	Notes
<b>1<sup>st</sup> 8 weeks</b>				
<ul style="list-style-type: none"> <li>BSA 225 Administrative Professional: Office Management <b>OR</b> CSA 225 Administrative Professional: Office Management</li> </ul>			3	
<ul style="list-style-type: none"> <li>BSA 102 Career Search and Success: Skills for Entering and Succeeding in the Workplace</li> </ul>			1	
<b>2<sup>nd</sup> 8 weeks</b>				
<ul style="list-style-type: none"> <li>CSA 126 Microsoft Office for Windows</li> </ul>			3	
			<b>Term hours subtotal:</b>	<b>7</b>

*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.*