



Fall Term 1		Hours	Notes
<i>13 credit hours</i>			
<b>1<sup>st</sup> 8 weeks</b>			
• BSA 225 Administrative Professional: Office Management <b>OR</b>		3	
CSA 225 Administrative Professional: Office Management			
• BSA 102 Career Search and Success: Skills for Entering and Succeeding in the Workplace		1	
• CSA 214 Foundations of Data Science		3	
<b>2<sup>nd</sup> 8 weeks</b>			
• ENG 101 College Composition I		3	<b>Prerequisites:</b> Satisfactory score on the English skills assessment. Reading Proficiency.
<i>Recommended College Composition</i>			
• BSA 131 Introduction to Business		3	
		<b>Term hours subtotal:</b>	<b>13</b>

Spring Term 1		Hours	Notes
<i>13 credit hours</i>			
<b>1<sup>st</sup> 8 weeks</b>			
• MGT 233 Business Communication		3	
<i>Recommended Program Elective</i>			
• MGT 140 Organizational Behavior		3	
<b>2<sup>nd</sup> 8 weeks</b>			
• MGT 132 Ethics in Business		3	
• ENG 102 College Composition II		3	
<i>Recommended College Composition</i>			
• MGT 112 Leadership & Collaboration		1	
<i>Recommended Program Elective</i>			
		<b>Term hours subtotal:</b>	<b>13</b>

Summer Term 1		Hours	Notes
<i>6 credit hours</i>			
• MAT 142 College Mathematics		3	<b>Prerequisites:</b> MAT 092 or a satisfactory score on the mathematics skills assessment
<i>Recommended Mathematics</i>			
• ACC 121 Introductory Accounting		3	
		<b>Term hours subtotal:</b>	<b>6</b>

Fall Term 2		Hours	Notes
<i>15 credit hours</i>			
<b>1<sup>st</sup> 8 weeks</b>			
• CSA 110 Introduction to Computer Information Systems		3	
• BSA 130 Business Financial Applications		3	
• MGT 113 Leadership & Communication		1	
<i>Recommended Program Elective</i>			
<b>2<sup>nd</sup> 8 weeks</b>			

• CSA 126 Microsoft Office for Windows	3
• GEO 103 Introduction to Physical Geography <i>Recommended Physical and Biological Science</i>	4
• MGT 111 Leadership & Innovation <i>Recommended Program Elective</i>	1
<b>Term hours subtotal: 15</b>	

Spring Term 2		Hours	Notes
<b>1<sup>st</sup> 8 weeks</b>			
• BSA 110 Personal Finance	3		
• MGT 220 Principles of Management	3		
• HUM 101 Introduction to Popular Culture	3		<b>Prerequisites:</b> Reading Proficiency
<b>2<sup>nd</sup> 8 weeks</b>			
• PHI 110 Critical Thinking in the Digital Age <i>Recommended Arts and Humanities</i>	3		<b>Prerequisites:</b> Reading Proficiency
• LAW 107 Law Office Management <i>Recommended Program Elective</i>	3		
<b>Term hours subtotal: 15</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.*