



Fall Term 1 <i>13 credit hours</i>		Hours	Notes
1st 8 weeks			
•	BSA 130 Business Financial Applications	3	
•	BSA 102 Career Search and Success: Skills for Entering and Succeeding in the Workplace	1	
•	ACC 121 Introductory Accounting <i>Recommended Program Elective</i>	3	
2nd 8 weeks			
•	CSA 126 Microsoft Office for Windows	3	
•	MGT 132 Ethics in Business	3	
		Term hours subtotal:	13

Spring Term 1 <i>12 credit hours</i>		Hours	Notes
1st 8 weeks			
•	MGT 233 Business Communication	3	
•	BSA 225 Administrative Professional: Office Management OR CSA 225 Administrative Professional: Office Management	3	
2nd 8 weeks			
•	LAW 107 Law Office Management <i>Recommended Program Elective</i>	3	
•	ENG 101 College Composition I OR ENG 136 Professional Writing in the Workplace	3	ENG 101 Prerequisites: Satisfactory score on the English skills assessment. Reading Proficiency. ENG 136 Prerequisites: Satisfactory score on the English skills assessment or ENG 095.
		Term hours subtotal:	12

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.