University of Arkansas Community College at Batesville

Degree Plan **Business Services / Administrative Services Focus** **_____Catalog**
Associate of Applied Science

Name: _____ **ID #: _____**

Graduation Term: _____ **Advisor: _____**

Semester	Course			Credit Hours
_____	CIS	1003	Introduction to Computers	3
_____	ENG	1103	English Composition I	3
_____	ENG	1203	English Composition II	3
_____	MTH	0013	Intermediate Algebra	3
_____	SPC	1003	Oral Communication	3
_____	____	____	Social Science Elective	3
				18

Business Core Curriculum

_____	ACC	1013	Principles of Accounting I	3
_____	BUS	1013	Introduction to Business	3
_____	BUS	1023	Business Communications	3
_____	BUS	2033	Legal Environment of Business	3
_____	CIS	1053	Computer Software Applications	3
_____	OFA	1003	Beginning Keyboarding	3
				18

The Major: Administrative Services

_____	BUS	2043	Human Resource Management	3
_____	BUS	2653	Internship	3
_____	CIS	2013	Applied Electronic Spreadsheet	3
_____	OFA	1013	Advanced Keyboarding <*spring even years*>	3
_____	OFA	1043	Records Management <*fall*>	3
_____	OFA	2003	Machine Transcription <*spring odd years*>	3
_____	OFA	2033	Administrative Office Procedures <*spring*>	3
_____	____	____	Approved Business Elective	3
_____	____	____	Approved Business Elective	3
				27

Total Credit Hours 63