University of Arkansas Community College at Batesville

Degree Plan **Business Services-Clerical Services** **_____ Catalog**
Technical Certificate

Name: _____ **ID#: _____**

Graduation Term: _____ **Advisor: _____**

Semester	**Course**			**Credit Hours**
_____	CIS	1003	Introduction to Computers	3
_____	ENG	1103	English Composition I	3
_____	MTH	0013	Intermediate Algebra	3
				9

Technical Education Core

_____	ACC	1013	Principles of Accounting I	3
_____	BUS	1023	Business Communications	3
_____	CIS	1053	Computer Software Applications	3
_____	OFA	1003	Beginning Keyboarding	3
				12

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The Major: Clerical Services

_____	OFA	1013	Advanced Keyboarding <*spring even years*>	3
_____	OFA	1043	Records Management <*fall*>	3
_____	OFA	2033	Administrative Office Procedures <*spring* >	3
_____	____	____	Approved Business Elective	3
_____	____	____	Approved Business Elective	3
				15

Total Credit Hours 36