# University of Arkansas
# Community College at Morrilton
# Department of Business
# Degree Options: CP, TC, & AAS

Student ID: _____    Name: _____    Date: _____

Major:   CP ☐      TC ☐      AAS ☐   Catalog used for Graduation _____    Expected Graduation: _____

*If the student is currently enrolled in a course, please enter semester/yr (ex. F20 or Sp21). If the course has been completed, enter the grade earned to the right of ✓.*

## Fall Start

| Semester 1 – CP | | | Completed Grad App – CP ☐ | | | Semester 3 | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Course ID** | **Course Title** | **Cr** | **Enrolled** | **Complete/Grade** | | **Course ID** | **Course Title** | **Cr** | **Enrolled** | **Complete/Grade** |
| BINS 10003 | Business English | 3 | | ☐ | | | | | | |
| BINS 10301 | Electronic Calculators | 1 | | ☐ | | ACCT 22043 | Computerized Accounting | 3 | | ☐ |
| BINS 10401 | Microsoft Outlook | 1 | | ☐ | | BINS 12203 | Electronic Spreadsheet | 3 | | ☐ |
| BINS 10501 | File Management | 1 | | ☐ | | BINS 23203 | Business Procedures | 3 | | ☐ |
| BUSI 11003 | Document Formatting | 3 | | ☐ | | XXXX XXXX3 | Elective | 3 | | ☐ |
| CPSI 10003* | Intro to Computers **(OR)** | 3 | | ☐ | | XXXX XXXX3 | Elective | 3 | | ☐ |
| CPSI 12103* | Computer Applications | | | | | | | | | |
| MATH 13343 | Applied Business Math | 3 | | ☐ | | | | | | |
| **Credit Hours Semester 1:** | | **15** | | | | **Credit Hours Semester 3:** | | **15** | | |

*(Fall Semesters — between Semester 1 and Semester 3)*

| Semester 2 – TC | | | Completed Grad App – TC ☐ | | | Semester 4 - AAS | | Completed Grad App – AAS ☐ | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Course ID** | **Course Title** | **Cr** | **Enrolled** | **Complete/Grade** | | **Course ID** | **Course Title** | **Cr** | **Enrolled** | **Complete/Grade** |
| BINS 10103 | Bookkeeping | 3 | | ☐ | | BINS 21103 | Human Relations & Comm. | | | ☐ |
| BINS 12503 | Word Processing I | 3 | | ☐ | | BINS 23103 | Professional Development | | | ☐ |
| BUSI 20103 | Business Communications I | 3 | | ☐ | | XXXX XXXX3 | Elective | | | ☐ |
| ENGL 10103* | Composition I | 3 | | ☐ | | XXXX XXXX3 | Elective | | | ☐ |
| XXXX XXXX3 | Social Science Elective | 3 | | ☐ | | XXXX XXXX3 | Elective | | | ☐ |
| **Credit Hours Semester 2:** | | **15** | | | | **Credit Hours Semester 4:** | | **15** | | |

*(Spring Semesters — between Semester 2 and Semester 4)*

## Spring Start

| Semester 1 | | | | | | Semester 3  - TC | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Course ID** | **Course Title** | **Cr** | **Enrolled** | **Complete/Grade** | | **Course ID** | **Course Title** | **Cr** | **Enrolled** | **Complete/Grade** |
| BINS 10003 | Business English | 3 | | ☐ | | BINS 12203 | Electronic Spreadsheet | 3 | | ☐ |
| BINS 10103 | Bookkeeping | 3 | | ☐ | | BINS 12503 | Word Processing I | 3 | | ☐ |
| BINS 10301 | Electronic Calculators | 1 | | ☐ | | BINS 21103 | Human Relations & Comm. | 3 | | ☐ |
| BINS 10401 | Microsoft Outlook | 1 | | ☐ | | XXXX XXXX3 | Elective | 3 | | ☐ |
| BINS 10501 | File Management | 1 | | ☐ | | XXXX XXXX3 | Elective | 3 | | ☐ |
| CPSI 10003* | Intro to Computers | 3 | | ☐ | | | | | | |
| CPSI 12103* | Computer Applications | | | | | | | | | |
| ENGL 10103* | Composition I | 3 | | ☐ | | | | | | |
| **Credit Hours Semester 1:** | | **15** | | | | **Credit Hours Semester 3:** | | **15** | | |

*(Spring Semesters — beside Semester 1; Fall Semesters — beside Semester 3/Semester 4)*

| Semester 2 - CP and TC | | | Completed Grad App – CP & TC ☐ | | | Semester 4 - AAS | | Completed Grad App – AAS ☐ | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Course ID** | **Course Title** | **Cr** | **Enrolled** | **Complete/Grade** | | **Course ID** | **Course Title** | **Cr** | **Enrolled** | **Complete/Grade** |
| BUSI 11003 | Document Formatting | 3 | | ☐ | | ACCT 22043 | Computerized Accounting | 3 | | ☐ |
| BUSI 20103 | Business Communications I | 3 | | ☐ | | BINS 23103 | Professional Development | 3 | | ☐ |
| MATH 13343 | Applied Business Math | 3 | | ☐ | | BINS 23203 | Business Procedures | 3 | | ☐ |
| XXX XXXX3 | Elective | 3 | | ☐ | | XXXX XXXX3 | Elective | 3 | | ☐ |
| XXX XXXX3 | Social Science Elective | 3 | | ☐ | | XXXX XXXX3 | Elective | 3 | | ☐ |
| **Credit Hours Semester 2:** | | **15** | | | | **Credit Hours Semester 4:** | | **15** | | |

**Comments:**

*The plan above outlines a recommended sequence for completing the stated degree. Course offerings may change at the discretion of the Dean or the Vice Chancellor of Academic Services. By signing below, the student acknowledges being advised based on the above completion plan for this program.*

_____        _____        _____
Advisor (Print)                                   Advisor's Signature                                Student's Signature

# University of Arkansas
## Community College at Morrilton
## Department of Business
## Degree Options: 1 CP

Student ID: _____    Name: _____    Date: _____

Major:    CP ☐         Catalog used for Graduation _____    Expected Graduation: _____

*If the student is currently enrolled in a course, please enter semester/yr (ex. F23 or Sp24). If the course has been completed, enter the grade earned to the right of ✓.*

## Fall or Spring Start

| Semester 1 – CP | | | Completed Grad App – CP ☐ | | |
|---|---|---|---|---|---|
| **Course ID** | **Course Title** | **Cr** | **Enrolled** | **Complete/Grade** | |
| ACCT 22043 | Computerized Accounting | 3 | | ☐ | |
| BLAW 20003 | Business Law | 3 | | ☐ | |
| BUSI 17004 | Small Business Org. & Mgmt. | 4 | | ☐ | |
| BUSI 24003 | Entrepreneurship | 3 | | ☐ | |
| MKTG 20003 | Marketing Principles | 3 | | ☐ | |
| **Credit Hours Semester 1:** | | **16** | | | |

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**Comments:**

_____          _____          _____
Advisor (Print)              Advisor's Signature              Student's Signature

# University of Arkansas
## Community College at Morrilton
## Department of Business
## Degree Options: AAS Health Sciences – Medical Office Management

Student ID: _____ Name: _____ Date: _____

Major: _____ AAS ☐ Catalog used for Graduation _____ Expected Graduation: _____

*If the student is currently enrolled in a course, please enter semester/yr (ex. F20 or Sp21). If the course has been completed, enter the grade earned to the right of ✓.*

## Fall or Spring Start

### Semester 1

| Course ID | Course Title | Cr | Enrolled | Complete/Grade | |
|---|---|---|---|---|---|
| CPSI 10003 | Introduction to Computers | 3 | | ☐ | |
| ENGL 10103 | Comp I | 3 | | ☐ | |
| ISHP 10003 | Medical Terminology | 3 | | ☐ | |
| MATH 11103 | Quantitative Literacy | 3 | | ☐ | |
| HEAL 10003 | Personal Health | 3 | | ☐ | |
| | | | | | |
| **Credit Hours Semester 1:** | | **15** | | | |

### Semester 2

| Course ID | Course Title | Cr | Enrolled | Complete/Grade | |
|---|---|---|---|---|---|
| BIOL 24004 | Human A&P I | 4 | | ☐ | |
| BUSI 10103 | Intro to Business | 3 | | ☐ | |
| ENGL 10203 | Comp II | 3 | | ☐ | |
| NUTR 12103 | Nutrition | 3 | | ☐ | |
| PSYC 11103 | General Psychology | 3 | | ☐ | |
| **Credit Hours Semester 2:** | | **16** | | | |

*Fall Semesters*

### Semester 3

| Course ID | Course Title | Cr | Enrolled | Complete/Grade | |
|---|---|---|---|---|---|
| BIOL 24104 | Human A&P II | 4 | | ☐ | |
| BINS 12203 | Electronic Spreadsheet | 3 | | ☐ | |
| BINS 12303 | Database Management | 3 | | ☐ | |
| BINS 23203 | Business Procedures | 3 | | ☐ | |
| PSYC 21003 | Psych of Human Development | 3 | | ☐ | |
| | | | | | |
| **Credit Hours Semester 3:** | | **16** | | | |

*Spring Semesters*

### Semester 4 - AAS          Completed Grad App – AAS ☐

| | Course Title | Cr | Enrolled | Complete/Grade | |
|---|---|---|---|---|---|
| ACCT 22043 | Computerized Accounting | 3 | | ☐ | |
| BIOL 20004 | Microbiology | 4 | | ☐ | |
| BINS 23103 | Professional Development | 3 | | ☐ | |
| BINS 23703 | Supervisory Management | 3 | | ☐ | |
| **Credit Hours Semester 4:** | | **13** | | | |

**Comments:**




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_____  _____  _____
Advisor (Print)                    Advisor's Signature                  Student's Signature