

**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 <input type="checkbox"/>		
Course ID	Course Title	Cr	Enrolled	Complete/Grade	
BUS 1003	Business English	3		<input type="checkbox"/>	
BUS 1031	Electronic Calculators	1		<input type="checkbox"/>	
BUS 1041	Microsoft Outlook	1		<input type="checkbox"/>	
BUS 1051	File Management	1		<input type="checkbox"/>	
BUS 1113	Document Formatting	3		<input type="checkbox"/>	
BUS 1213	Computer Applications	3		<input type="checkbox"/>	
MATH 1333	Applied Business Math	3		<input type="checkbox"/>	
Credit Hours Semester 1:		15			
Semester 2 – TC			Completed Grad App – TC <input type="checkbox"/>		
Course ID	Course Title	Cr	Enrolled	Complete/Grade	
BUS 1013	Bookkeeping	3		<input type="checkbox"/>	
BUS 1253	Word Processing I	3		<input type="checkbox"/>	
BUS 2013	Bus Communications I	3		<input type="checkbox"/>	
ENG 1013	Comp I	3		<input type="checkbox"/>	
ELECTIVE	Social Science Elective	3		<input type="checkbox"/>	
Credit Hours Semester 2:		15			
Fall Start					
Semester 3					
Course ID	Course Title	Cr	Enrolled	Complete/Grade	
ACCT 2203	Computerized Accounting	3		<input type="checkbox"/>	
BUS 1223	Electronic Spreadsheet	3		<input type="checkbox"/>	
BUS 2323	Business Procedures	3		<input type="checkbox"/>	
ELECTIVE	Elective	3		<input type="checkbox"/>	
ELECTIVE	Elective	3		<input type="checkbox"/>	
Credit Hours Semester 3:		15			
Semester 4 - AAS			Completed Grad App – AAS <input type="checkbox"/>		
Course ID	Course Title	Cr	Enrolled	Complete/Grade	
BUS 2113	Human Relations & Comm.			<input type="checkbox"/>	
BUS 2313	Professional Development			<input type="checkbox"/>	
ELECTIVE	Elective			<input type="checkbox"/>	
ELECTIVE	Elective			<input type="checkbox"/>	
ELECTIVE	Elective			<input type="checkbox"/>	
Credit Hours Semester 4:		15			
Spring Start					
Semester 1					
Course ID	Course Title	Cr	Enrolled	Complete/Grade	
BUS 1003	Business English	3		<input type="checkbox"/>	
BUS 1013	Bookkeeping	3		<input type="checkbox"/>	
BUS 1031	Electronic Calculators	1		<input type="checkbox"/>	
BUS 1041	Microsoft Outlook	1		<input type="checkbox"/>	
BUS 1051	File Management	1		<input type="checkbox"/>	
BUS 1213	Computer Applications	3		<input type="checkbox"/>	
ENG 1013	Composition I	3		<input type="checkbox"/>	
Credit Hours Semester 1:		15			
Semester 2 - CP and TC			Completed Grad App – CP & TC <input type="checkbox"/>		
Course ID	Course Title	Cr	Enrolled	Complete/Grade	
BUS 1113	Document Formatting	3		<input type="checkbox"/>	
BUS 2013	Bus Communications I	3		<input type="checkbox"/>	
MATH 1333	Applied Business Math	3		<input type="checkbox"/>	
ELECTIVE	Elective	3		<input type="checkbox"/>	
ELECTIVE	Social Science Elective	3		<input type="checkbox"/>	
Credit Hours Semester 2:		15			
Spring Start					
Semester 3 - TC					
Course ID	Course Title	Cr	Enrolled	Complete/Grade	
BUS 1223	Electronic Spreadsheet	3		<input type="checkbox"/>	
BUS 1253	Word Processing I	3		<input type="checkbox"/>	
BUS 2113	Human Relations & Comm.	3		<input type="checkbox"/>	
ELECTIVE	Elective	3		<input type="checkbox"/>	
ELECTIVE	Elective	3		<input type="checkbox"/>	
Credit Hours Semester 3:		15			
Semester 4 - AAS			Completed Grad App – AAS <input type="checkbox"/>		
Course ID	Course Title	Cr	Enrolled	Complete/Grade	
ACCT 2203	Computerized Accounting	3		<input type="checkbox"/>	
BUS 2313	Professional Development	3		<input type="checkbox"/>	
BUS 2323	Business Procedures	3		<input type="checkbox"/>	
ELECTIVE	Elective	3		<input type="checkbox"/>	
ELECTIVE	Elective	3		<input type="checkbox"/>	
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

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