

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

## Spring Start

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

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