

BUSINESS ADMINISTRATION MANAGEMENT PROGRAM
PLAN OF STUDY FORMS

[Plan of Study - Standard Format \(Sequential\)](#)

[Plan of Study - Alternative Format \(Categorical\)](#)



**THREE RIVERS COMMUNITY COLLEGE
PLAN OF STUDY FORM - 2013/2014**

BUSINESS ADMINISTRATION MANAGEMENT– KB60
ASSOCIATE IN SCIENCE DEGREE
CREDITS REQUIRED — 62-63

NAME: _____
First _____ Last _____
STUDENT ID# _____

Advanced Credits: Name(s) of transfer college(s) _____
Transfer Credits _____
#CLEP/DSST _____
#Credit by Exam _____
#APL Credits _____
#Military Credits _____

A combined maximum of 30 credits may be used to satisfy degree requirement.

<i>Course ID</i>	<i>Title of Course</i>	<i>Credits</i>	<i>Semester Completed</i>	<i>To Be Completed</i>
SEMESTER I				
ACC* K111°	Principles of Accounting I	4	_____	_____
BBG* K115°	Business Software Applications	3	_____	_____
ENG* K101°	Composition	3	_____	_____
IDS K105	First Year Experience	3	_____	_____
MAT* K123°	Elementary Statistics	3	_____	_____
	TOTAL	16		
SEMESTER II				
ACC* K118°	Managerial Accounting	4	_____	_____
BMG* K202°	Principles of Management	3	_____	_____
COM* K173°	Public Speaking	3	_____	_____
ECN* K101°	Principles of Macroeconomics	3	_____	_____
_____	Fine Arts Elective	3	_____	_____
	TOTAL	16		
SEMESTER III				
BBG* K210°	Business Communication	3	_____	_____
BBG* K231°	Business Law I	3	_____	_____
BMG* K220°	Human Resources Management	3	_____	_____
BMK* K201°	Principles of Marketing	3	_____	_____
_____	Elective from one of the following prefixes; ACC*, BBG*, BES*, BFN*, BMG*, BMK*, HSP*	3	_____	_____
	TOTAL	15		
SEMESTER IV				
BBG* K232°	Business Law II	3	_____	_____
BBG* K294°	Business Internship		_____	_____
or	or	3	_____	_____
_____	Elective from one of the following prefixes; ACC*, BBG*, BES*, BFN*, BMG*, BMK*, HSP*		_____	_____
BMG* K210°	Organizational Behavior	3	_____	_____
BMG* K218°	Operations Management		_____	_____
or	or	3	_____	_____
BMG* K228°	Labor and Employment Law		_____	_____
_____	Natural Sciences Elective	3-4	_____	_____
	TOTAL	15-16		
	GRAND TOTAL	62-63		

°Course has a prerequisite. Students should check course description.

Plan Of Study Reviewed By:

Advisor _____ Date _____

Student _____ Date _____

Preliminary Graduation Audit Completed By:

Signature _____ Date _____



**THREE RIVERS COMMUNITY COLLEGE
ALTERNATIVE PLAN OF STUDY FORM - 2013/2014**

**BUSINESS ADMINISTRATION
MANAGEMENT/CAREER – KB60
ASSOCIATE IN SCIENCE DEGREE
CREDITS REQUIRED — 62-63**

NAME: _____
First Last
STUDENT ID# _____

Advanced Credits: Name(s) of transfer college(s) _____
Transfer Credits _____
#CLEP/DSST _____
#Credit by Exam _____
#APL Credits _____
#Military Credits _____

A combined maximum of 30 credits may be used to satisfy degree requirement.

<i>Course ID</i>	<i>Title of Course</i>	<i>Credits</i>	<i>Semester Completed</i>	<i>To Be Completed</i>
GENERAL EDUCATION				
COM* K173°	Public Speaking	3	_____	_____
ECN* K101	Principles of Macroeconomics	3	_____	_____
ENG* K101°	Composition	3	_____	_____
IDS K105	First Year Experience	3	_____	_____
MAT* K123°	Elementary Statistics	3	_____	_____
_____	Fine Arts Elective	3	_____	_____
_____	Natural Sciences Elective	3-4	_____	_____
BUSINESS CORE				
ACC* K111°	Principles of Accounting I	4	_____	_____
BBG* K115°	Business Software Applications	3	_____	_____
BBG* K231°	Business Law I	3	_____	_____
BMG* K202°	Principles of Management	3	_____	_____
BMK* K201°	Principles of Marketing	3	_____	_____
BUSINESS SPECIALIZATION				
ACC* K118°	Managerial Accounting	4	_____	_____
BBG* K210°	Business Communication	3	_____	_____
BBG* K232°	Business Law II	3	_____	_____
BBG* K294°	Business Internship	3	_____	_____
or	or	3	_____	_____
_____	Elective from one of the following prefixes; ACC*, BBG*, BES*, BFN*, BMG*, BMK*, HSP*	_____	_____	_____
BMG* K210°	Organizational Behavior	3	_____	_____
BMG* K218°	Operations Management	3	_____	_____
or	or	3	_____	_____
BMG* K228°	Labor and Employment Law	3	_____	_____
BMG* K220°	Human Resources Management	3	_____	_____
_____	Elective from one of the following prefixes; ACC*, BBG*, BES*, BFN*, BMG*, BMK*, HSP*	3	_____	_____
	GRAND TOTAL	62-63	_____	_____

°Course has a prerequisite. Students should check course description.

Plan Of Study Reviewed By:

Advisor Date

Student Date
Preliminary Graduation Audit Completed by:

Signature Date

FINE ARTS

Architecture of the World*
Art*
Art History*
Creative Writing
Graphic Arts
Music*
Music Cultures*
Music History*
Theatre*

NATURAL SCIENCE

Astronomy
Biology+
Botany+
Chemistry+
Earth Science+
Ecology/Marine Ecology
Environ. Sciences
Geology
Marine Sciences
Nutrition
Oceanography
Physics+

PLAN OF STUDY GUIDELINES

The College reserves the right to modify this Plan of Study in subsequent academic years. Each student has the responsibility to insure that he/she completes all courses required for graduation, completes prerequisites for required courses, and completes all other requirements of the College as explained in the College Catalog.

ACADEMIC ADVISEMENT PROCESS

Students are required to meet with their assigned advisor early in their first semester of enrollment. After advisement, the assigned advisor will remove the registration hold allowing the student to register. It is the student's responsibility to seek out information concerning program requirements. This may be done with the help of their advisor, the Department Chairperson, the Program Coordinator, the Counseling staff, or individual faculty members. While each student is assigned to an Academic Advisor, ultimate responsibility for meeting program requirements lies with the individual student. Students are encouraged to initiate and maintain close contact with their Academic Advisor throughout their program enrollment.

PROGRAM REQUIREMENTS

The plan of study used to determine graduation eligibility will be that under which the candidate first enrolled, except as noted in the following:

1. If the candidate was readmitted to the College, after an absence of two years or more, the Plan of Study at the time of being readmitted will be the plan of study the candidate will follow.
2. If the candidate changed his/her program one or more times during attendance, the Plan of Study used shall be that which was in effect at the time of the last change of program.
3. If the courses required within a program have been significantly changes since the time of enrolled readmission or change of program, or if other unusual circumstances exist as determined by the Registrar, the catalog in effect at the time of graduation may be used. If the candidate disagrees with the selection of catalog, he/she may seek written permission from the program coordinator and/or department chair to be evaluated under another catalog.
4. In no case will a student be permitted to use requirements from more than one catalog, or from a combination of catalogs, to meet graduation requirements.

COURSE PREREQUISITES

All prerequisites to courses listed in the College catalog must be met by students prior to registration in those courses. If, however, students consider that they have the equivalent of a prerequisite listed for a given course, they may present evidence to the instructor, and may register for the course if written consent is filed by the instructor in the Registrar's Office.

COURSE SUBSTITUTION

Any substitution of a course or courses for those listed as requirements for a degree or certificate must be approved by either the Department Chairperson or Academic Program Coordinator and the Academic Dean. Contact your advisor or the Director of Counseling for additional information.

GRADUATION REQUIREMENTS

All students should schedule a graduation review with their Academic Advisor before registering for their final semester in a degree or certificate program. Eligible students must fill out a graduation application form by the date published in the academic calendar.

To be eligible for graduation with an Associate in Science, Arts or Applied Science degree or a Certificate from the College, the student must:

1. Fulfill all of the program course requirements in an approved program and have achieved at least a 2.0 cumulative grade point average.
In addition, Associate Degree candidates must complete a minimum of sixty credits in college level courses in an approved Plan of Study with no more than twelve credits carrying a "P" grade.
2. Successfully complete at least 50% of courses attempted. At least 25% of credits earned must have been completed at Three Rivers CC.
3. Fulfill all financial obligations to the institution.
4. Fulfill other requirements consistent with policies of the Board of Regents which may apply.