PLAN OF STUDY FORM - 2007/2008 BUSINESS OFFICE TECHNOLOGY: WORD PROCESSING - KJ20 CERTIFICATE PROGRAM		THREE RIVERS COMMUNITY COLLEGE NAME:			
		First STUDENT ID#			Last
CREDITS REQUIRED	— <i>21</i>				
Advanced Credits: Transfer Credits	Name(s) of trans	ster college	e(s)		
#Credit by Exam					<del></del>
#APL Credits #Military Credits					
#ivilitary Credits					·
Course ID	Title of Course		Credits	Semester Completed	To be Completed
FALL SEMESTER	-			_	_
BOT* K111	Keyboarding for Information Proc	cessing	3		
CSA* K105	Introduction to Software Applicat	_	3		
ENG* K101°	Composition		3		
MAT* K135° or	Topics in Contemporary Math		3		
higher	ТОТАІ		12		
CDDING	TOTAL		12		
SPRING SEMESTER					
BBG* K101	Introduction to Business		3		
BOT* K137°	Word Processing Applications I		3		
DO1 - K13/	Administrative Procedures I (Spri	na	3		
BOT* K251°	Only)	ng	3		
ENG* K202°	Technical Writing		3		
	TOTAL		12		
FALL SEMESTER					
BOT* K219°	Integrated Office (Fall Only)		3		
	GRAND TOTAL		27		
° Course has a prerequis	ite. Students should check course descri	iption.			
DEVELOPMENTAL (	COURSES COMPLETED:	PLAN (	OF STUI	OY REVIEWED BY:	
Writing Workshop	mester/Year				
Ser	mester/Year	Advisor	_		Date
Effective Reading					
Ser	mester/Year	Student			Date
Basic Math Skills		Prelimi	inary Gra	nduation Audit Compl	eted by:

Signature

Date

Semester/Year

Semester/Year

Basic Algebra

## 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 advisor early in their first semester of enrollment. 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. A Plan of Study Form signed by a student and academic advisor or registration card signed by an academic advisor must be submitted when registering for courses until 12 credits are earned at TRCC.

## PROGRAM REQUIREMENTS

Students have the option of meeting the degree or certificate program requirements listed in the College Catalog under which they initially enrolled or the requirements as listed in the current catalog. [EXCEPTION]: Students who have a two-year or more lapse in enrollment must meet the program requirements in effect at the time of re-enrollment at the College or the requirements as listed in the current catalog.

#### **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 and pay the appropriate fee 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 Trustees which may apply.