

**PLAN OF STUDY FORM - 2001/2002**  
**BUSINESS ADMINISTRATION – KJ42**  
 CERTIFICATE PROGRAM  
 CREDITS REQUIRED - 30

**THREE RIVERS COMMUNITY COLLEGE**  
 NAME: \_\_\_\_\_

First \_\_\_\_\_ Last \_\_\_\_\_  
 STUDENT ID# \_\_\_\_\_

Advanced Credits:

Transfer Credits \_\_\_\_\_  
 #CLEP/DANTES \_\_\_\_\_  
 #Credit by Exam \_\_\_\_\_  
 #APL Credits \_\_\_\_\_  
 #Military credits \_\_\_\_\_

Name(s) of transfer college(s) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<u>DEPT &amp; NO.</u>	<u>TITLE OF COURSE</u>	<u>CREDITS</u>	<u>SEMESTER COMPLETED</u>	<u>TO BE COMPLETED</u>
ACC K111*	Financial Accounting I	4	_____	_____
ACC K231*	Managerial Accounting	4	_____	_____
BOT/CSC K102*	Word Processing I	1	_____	_____
BOT/CSC K104*	Spreadsheets I	1	_____	_____
BOT/CSC K106*	Presentation Graphics	1	_____	_____
BUS K211*	Entrepreneurship	3	_____	_____
ECO K111	Macroeconomics	3	_____	_____
ENG K111*	College Composition	3	_____	_____
MGT K111	Principles of Management	3	_____	_____
MGT K212	Human Resources Management	3	_____	_____
MRK K111	Principles of Marketing	3	_____	_____
_____	Practicum	1	_____	_____

\* Course has a prerequisite. Students should check course description in the catalog or semester class schedule.

**DEVELOPMENTAL COURSES COMPLETED:**

Writing Workshop \_\_\_\_\_  
 Semester/Year \_\_\_\_\_

Effective Reading \_\_\_\_\_  
 Semester/Year \_\_\_\_\_

Basic Math Skills \_\_\_\_\_  
 Semester/Year \_\_\_\_\_

Basic Algebra \_\_\_\_\_  
 Semester/Year \_\_\_\_\_

**PLAN OF STUDY REVIEWED BY:**

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

**Graduation Audit Completed by:**

Signature \_\_\_\_\_ Date \_\_\_\_\_