

PLAN OF STUDY FORM - 2004/2005  
COMPUTER-AIDED DRAFTING - KJ46  
CERTIFICATE PROGRAM  
CREDITS REQUIRED — 30

THREE RIVERS COMMUNITY COLLEGE

NAME: \_\_\_\_\_  
First Last

STUDENT ID# \_\_\_\_\_

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

Advanced Credits:

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

| <i>Course ID</i>   | <i>Title of Course</i>                 | <i>Credits</i> | <i>Semester Completed</i> | <i>To be Completed</i> |
|--------------------|--|----------------|---------------------------|------------------------|
| <b>SEMESTER I</b>  |  |                |                           |                        |
| CAD K1200          | Computer-Aided Drafting                | 1              | _____                     | _____                  |
| CAD K1201          | Computer-Aided Drafting Lab            | 2              | _____                     | _____                  |
| CSA* K105          | Intro to Software Applications         | 3              | _____                     | _____                  |
| ENG* K101°         | Composition                            | 3              | _____                     | _____                  |
| 1 XXXX             | (Drafting course from concentration)   | 1-3            | _____                     | _____                  |
| 1 XXXX             | (Drafting lab from concentration)      | 1.5-2          | _____                     | _____                  |
| 2 XXXX             | (Technical course from concentration)  | 1-3            | _____                     | _____                  |
| 2 XXXX             | (Technical lab from concentration)     | 1-3            | _____                     | _____                  |
| <b>TOTAL</b>       |  | <b>15.5-20</b> |                           |                        |
| <b>SEMESTER II</b> |  |                |                           |                        |
| CAD K2222°         | Advanced CAD Topics                    | 1              | _____                     | _____                  |
| CAD K2223°         | Advanced CAD Topics Lab                | 2              | _____                     | _____                  |
| ENG* K202°         | Technical Writing                      | 3              | _____                     | _____                  |
| MAT* K137°         | Intermediate Algebra                   | 3              | _____                     | _____                  |
| 3 XXXX             | (CAD course from concentration)        | 1-3            | _____                     | _____                  |
| 3 XXXX             | (CAD lab from concentration)           | 1-3            | _____                     | _____                  |
| 4 XXXX@            | (Tech elective from concentration)     | 3              | _____                     | _____                  |
| 4 XXXX@            | (Tech elective lab from concentration) | 1-3            | _____                     | _____                  |
| <b>TOTAL</b>       |  | <b>15-19</b>   |                           |                        |
| <b>GRAND TOTAL</b> |  | <b>30.5-39</b> |                           |                        |

**CONCENTRATIONS:**

**INDUSTRIAL**

**(Manufacturing/Mechanical)**

1-MEC K1110/11° Fund. of Eng. Graphics/Lab  
2-MFG K1100/01 Manufacturing Processes/Lab  
3-CAD K2210/11° CAD - Industrial/Lab or CAD K2230/31° CAD Designer Fund./Lab  
4-MFG K1104/05° CAD CAM I/Lab or MEC K2166/67° Computer-Aided Engineering/Lab

**ELECTRICAL**

1-MEC K1110/11° Fund. of Eng. Graphics/Lab  
2-EET K1103 Electrical Graphics Lab  
3-CAD K2216/17 CAD - Electrical/Lab  
4-EET K1130/31° Fund. of Elec. & Motors/Lab

**ARCHITECTURAL**

1-ARC\* K131/131L Drafting I/Lab  
2-ARC\* K108 Building Materials  
3-CAD K2214/15° CAD - Architectural/Lab  
4-ARC\* K227 Codes & Ordinances

**CIVIL**

1-CIV K1500/01° Surveying I/Lab  
2-CAD K2218/19° CAD - Civil/Lab  
3-ARC\* K221 Contracts and Specifications

° Course has a prerequisite. Students should check course description. @ Course must be approved by program advisor.

**PLAN OF STUDY REVIEWED BY:**

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

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

**Preliminary Graduation Audit Completed by:**

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

## **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 must be presented when registering for second semester courses.

### **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 submitted to the Registrar. 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.
  - a. 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 and complete a basic computer literacy requirement.
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.