# FINANCE AND BANKING 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 - 2012/2013

NAME: $\qquad$
STUDENT ID\# $\qquad$
Name(s) of transfer college(s) $\qquad$

| Advanced Credits: |  |
| :--- | :--- |
| Transfer Credits | - |
| \#CLEP/DSST | - |
| \#Credit by Exam | - |
| \#APL Credits | $\square$ |
| \#Military Credits |  |

\# A combined maximum of 30 credits may be used to satisfy degree requirement.
Course ID Title of Course

## SEMESTER I

ACC* K111 ${ }^{\circ}$ Principles of Accounting I
BBG* K115 ${ }^{\circ}$ Business Software Applications
ENG* K101 ${ }^{\circ}$ Composition
IDS K105 First Year Experience
MAT* K123 ${ }^{\circ}$ Elementary Statistics
TOTAL

## SEMESTER II

$\begin{array}{ll}\text { BBG* K210 } & \text { Business Communication } \\ \text { BMG*K202} & \text { Principles of Management }\end{array}$
COM* K173 ${ }^{\circ} \quad$ Public Speaking
ECN* K101 ${ }^{\circ} \quad$ Principles of Macroeconomics

- Fine Arts Elective

TOTAL

## SEMESTER III

| ACC* K118 $^{\circ}$ | Managerial Accounting |
| :--- | :--- |
| BBG* K231 $^{\circ}$ | Business Law I |
| BFN* K110 $^{\circ}$ | Personal Finance |
| BMK* K201 $^{\circ}$ | Principles of Marketing |
| ECN* K102 $^{\circ}$ | Principles of Microeconomics |
|  | TOTAL |

## SEMESTER IV

ACC* K292 ${ }^{\circ}$ Accounting Practicum
or or

${ }^{\circ}$ Course has a prerequisite. Students should check course description.

Credits Semester Completed To Be Completed
16

3


15-16
62-63
Plan Of Study Reviewed By:

| Advisor | Date |
| :--- | :---: |
| Student | Date |
| Preliminary Graduation Audit Completed by: |  |
| Signature | Date |

FINANCE AND BANKING - KA97
ASSOCIATE IN SCIENCE DEGREE
CREDITS REQUIRED - 62-63

THREE RIVERS COMMUNITY COLLEGE
ALTERNATIVE PLAN OF STUDY FORM - 2012/2013

NAME: $\qquad$
STUDENT ID\# $\qquad$
Name(s) of transfer college(s) $\qquad$

| Transfer Credits | - |
| :--- | :--- |
| \#CLEP/DSST | - |
| \#Credit by Exam | - |
| \#APL Credits |  |
| \#Military Credits |  |

\# A combined maximum of 30 credits may be used to satisfy degree requirement.
Course ID Title of Course Credits Semester Completed To Be Completed

## GENERAL EDUCATION

COM* K173 ${ }^{\circ} \quad$ Public Speaking
ECN* K101 ${ }^{\circ} \quad$ Principles of Macroeconomics
ENG* K101 ${ }^{\circ}$ Composition
IDS K105 First Year Experience
MAT* K123 ${ }^{\circ}$ Elementary Statistics
Fine Arts Elective
Natural Sciences Elective 3-4
TOTAL 21-22
BUSINESS CORE
ACC* K111 ${ }^{\circ} \quad$ Principles of Accounting I
BBG* K115 ${ }^{\circ} \quad$ Business Software Applications
BBG* K231 ${ }^{\circ} \quad$ Business Law I
BMG* K202 ${ }^{\circ}$ Principles of Management
BMK* K201 $\quad$ Principles of Marketing
TOTAL

## BUSINESS SPECIALIZATION

| ACC* K118 ${ }^{\circ}$ | Managerial Accounting |
| :---: | :---: |
| ACC* K292 ${ }^{\circ}$ | Accounting Practicum |
| or | or |
|  | Elective from one of the following prefixes; ACC*, BBG*, BES*, BFN*, BMG*, BMK*, HSP* |
| $\mathrm{BBG}^{*} \mathrm{~K} 210^{\circ}$ | Business Communication |
| $\mathrm{BBG}^{*} \mathrm{~K} 232{ }^{\circ}$ | Business Law II |
| BFN* K110 ${ }^{\circ}$ | Personal Finance |
| BFN* K201 ${ }^{\circ}$ | Principles of Finance |
| ECN* K102 ${ }^{\circ}$ | Principles of Microeconomics |
| ECN* K250 ${ }^{\circ}$ | Money and Banking |
|  | TOTAL |
|  | GRAND TOTAL |

${ }^{\circ}$ Course has a prerequisite. Students should check course description.

Credits Semester Completed To Be Completed

| 3 |  |  |
| :---: | :---: | :---: |
| 3 |  |  |
| 3 | $\square$ | $\square$ |
| 3 | $\square$ | $\square$ |
| 3 | $\square$ | $\square$ |
| 3 | $\square$ | $\square$ |
| $3-4$ | $\square$ |  |4

$\qquad$
$\qquad$

3

Plan Of Study Reviewed By:

| Advisor | Date |
| :--- | :---: |
| Student | Date |
| Preliminary Graduation Audit Completed by: |  |
| Signature | Date |

## BUSINESS DEPARTMENT DEFINITION OF ELECTIVES

## 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
Oceanography
Physics+
Nutrition

## 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.

