SMALL BUSINESS AND ENTREPRENUERIAL STUDIES PLAN OF STUDY FORMS

Plan of Study - Standard Format (Sequential)

Plan of Study – Alternative Format (Categorical)

THREE RIVERS COMMUNITY COLLEGE PLAN OF STUDY FORM - 2014/2015

SEMESTER I ACC* K111° Principles of Accounting I 4	
Advanced Credits: Name(s) of transfer college(s) Transfer Credits	
#CLEP/DSST	
#Credit by Exam	
#APL Credits	
# A combined maximum of 30 credits may be used to satisfy degree requirement. Course ID Title of Course Credits Semester Completed To Be SEMESTER I ACC* K111° Principles of Accounting I 4	
Course IDTitle of CourseCreditsSemester CompletedTo BeSEMESTER IACC* K111°BBG* K115°Business Software Applications3	
SEMESTER I ACC* K111° Principles of Accounting I 4	
ACC* K111°Principles of Accounting I4BBG* K115°Business Software Applications3	Completed
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	
BES* K118° Small Business Management 3	
BMK* K201° Principles of Marketing 3	
ECN* K101° Principles of Macroeconomics 3	
<u>Fine Arts Elective</u> 3	
TOTAL 16	
SEMESTER III	
BBG* K231° Business Law I 3	
BES* K218° Entrepreneurship 3	
BMG* K202° Principles of Management 3	
COM* K173° Public Speaking 3	
Business Elective with one of the following prefixes: 3 ACC*, BBG*, BES*, BFN*, BMG*, BMK* or HSP*	
TOTAL 15	
SEMESTER IV	
BBG* K210° Business Communication 3	
BBG* K232° Business Law II 3	
BES* K239° Business Plan Development 3	
BMG* K220° Human Resources Management 3	
<u>Natural Sciences Elective</u> 3-4	
TOTAL 15-16	
GRAND TOTAL 62-63	

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

Plan Of Study Reviewed By:

Advisor			Date			
Student						Date

Preliminary Graduation Audit Completed by:

THREE RIVERS COMMUNITY COLLEGE <u>ALTERNATIVE</u> PLAN OF STUDY FORM - 2014/2015

SMALL BUSINESS AND ENTREPRENI	EURIAL NA	ME:		
STUDIES – KA64		-	First	Last
ASSOCIATE IN SCIENCE DEGREE	ST	IDENT	ID#	
CREDITS REQUIRED — 62-63	51	ODLIVI	1D#	
Advanced Credits: Na	me(s) of transfer co	ollege(s)		
Transfer Credits				
#CLEP/DSST				
#Credit by Exam		-		
#APL Credits				
#Military Credits		-		
# A combined maximum of 30 credits may b	be used to satisfy de	gree req	uirement.	
Course ID Title of Course		Credits	Semester Completed	To Be Completed

Course ID	The of Course	Creuns	Semester Completed	10 De Completed
GENERAL EL	DUCATION			
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 CC	DRE			
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 SP	ECIALIZATION			
ACC* K118°	Managerial Accounting	4		
BBG* K232°	Business Law II	3		
BES* K118°	Small Business Management	3		
BES* K218°	Entrepreneurship	3		
BES* K239°	Business Plan Development	3		
BMG* K220°	Human Resources Management	3		
BBG* K210°	Business Communication	3		
	Business Elective with one of the following prefixes: ACC*, BBG*, BES*, BFN*, BMG*, BMK* or 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

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 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.