

The following suggested schedule is based on full-time enrollment. Students planning to transfer to a senior institution should check with that institution for specific transfer requirements.

Courses that are approved for the AA/AS degrees are **bolded**.

Mode of Delivery:
 T = Traditional classroom
 W = Online
 Q = Blended

Program Prerequisites:

| First Semester | | | | | | |
|------------------------------|-------------------------------------|--------------|------------------|----------------|-----------------|-------|
| Course | Title | Credit Hours | Mode of Delivery | Pre Requisites | Term(s) Offered | Notes |
| ACCY 100 | Introduction to Accounting | 3 | | | FL, SP | |
| ENG 130 | Technical Writing and Communication | 3 | | | FL, SP, SM | |
| OFS 101 | Formatting | 3 | T, Q | | FL, SP, SM | |
| Total Semester Hours: | | 9 | | | | |

| Second Semester | | | | | | |
|------------------------------|----------------------------------|--------------|------------------|----------------|-----------------|-------|
| Course | Title | Credit Hours | Mode of Delivery | Pre Requisites | Term(s) Offered | Notes |
| OFS 102 | Intermediate Document Formatting | 3 | T, W | OFS 101 | FL, SP, SM | |
| OFS 166 | Microsoft Word I | 3 | T, W | OFS 101 | FL, SP, SM | |
| Total Semester Hours: | | 6 | | | | |

| Third Semester | | | | | | |
|------------------------------|------------------------------------|--------------|------------------|---------------------------|-------------------|-------|
| Course | Title | Credit Hours | Mode of Delivery | Pre Requisites | Term(s) Offered | Notes |
| OFS 103 | Advanced Document Formatting | 4 | T | OFS 102 | FL, SP, SM | |
| OFS 167 | Microsoft Word II | 3 | T, W | OFS 101 | FL, SP, SM | |
| OFS 113 | Fundamentals of Desktop Publishing | 3 | T | OFS 166 | FL, SP | |
| OFS 214 | Microsoft Office Suite | 4 | T, W | OFS 101 or CIS 110 | FL, SP, SM | |
| Total Semester Hours: | | 14 | | | | |

| Fourth Semester | | | | | | |
|------------------------------|--------------------------|--------------|------------------|---------------------|-----------------|-------|
| Course | Title | Credit Hours | Mode of Delivery | Pre Requisites | Term(s) Offered | Notes |
| OFS 180 | Records Management | 3 | T | OFS 102 | SP | |
| OFS 201 | Office Procedures | 3 | T | OFS 102 | FL, SP | |
| OFS 225 | Administrative Documents | 4 | T | OFS 103 and OFS 214 | FL, SP | |
| Total Semester Hours: | | 10 | | | | |

Graduation Requirements

To be awarded an Associate degree at Joliet Junior College, each student must meet the following requirements:

1. Satisfy all admission requirements.
2. Complete the courses required to earn the chosen degree. If the student is a transfer student with coursework taken elsewhere, he/she must complete a minimum of 60 credit hours of which the last 15 credit hours applicable to the degree are earned at Joliet Junior College. If the student has not taken the last 15 hours at JJC, then a total of 30 credit hours applicable to the degree must be earned at Joliet Junior college. Proficiency test, CLEP and Advanced Placement do not meet this requirement.
3. Earn a cumulative grade point average of at least 2.0.
4. Discharge all financial obligations to the college; have no restrictions.
5. File an application for graduation (An application should be filed at the time of registration for student's anticipated last semester).
6. Have on file in the Graduation office by the graduation filing date all transcripts from other colleges/universities that are to be evaluated for credit, to be applied toward a degree. A delay in the process may result in a later graduation date.

For more information

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