JOLIET JUNIOR COLLEGE

2015-2016 Completion Guide
Business Administration, AAS BU505
ICCB Approved Total Program Hours: 64 Semester Hours

Date: 11/1/2014

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: Math 095 or appropriate COMPASS score or proof of high school geometry.

First Semester

Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
ENG 101	Rhetoric	3	T,W,Q		SP/SM/FL	Must meet appropriate Compass Test level
Math General Education	Select one course from Group IV: Math	3-4				Must meet appropriate Compass Test level
BUS 101	Introduction to Business	3	T,W,Q		SP/SM/FL	
ACCY 101	Accounting I	4	T,W,Q		SP/SM/FL	
Social Science Elective	Select one course from Group II: Social Science	3				Students planning to transfer to a four year institution should choose an IAI course from this category.
	Total Semester Hours:	**16-17**				

Second Semester

Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
ENG 102	Rhetoric	3	T,W,Q	ENG 101	SP/SM/FL	
SPCH 101	Principles of Speech Communication	3	T,W,Q		SP/SM/FL	Must meet appropriate Compass Test level
MGMT 101	Principles of Management	3	T,W,Q		SP/SM/FL	
ACCY 102	Accounting II	4	T,W,Q	ACCY 101	SP/SM/FL	
Science--General Education	Select one course from Group IV: Sciences	3-4				Students planning to transfer to a four year institution should choose an IAI course from this category.
	Total Semester Hours:	**16-17**				

Third Semester

Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
Humanities or Fine Arts	Select one course from Group III: Humanities	3			SP/SM/FL	Students planning to transfer to a four year institution should choose an IAI course from this category.
MKTG 101	Principles of Marketing	3	T,W,Q		SP/SM/FL	
ECON 103	Principles of Economics I-Macroeconomics	3	T,W,Q		SP/SM/FL	
BLAW 101	Business Law I	3	T, W		SP/SM/FL	
Business Core Elective	Select one course from the list of Business Core Electives	3-4				
	Total Semester Hours:	**15-16**				

Fourth Semester

Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
BLAW 102	Business Law II	3	T, W	BLAW 101	SP/SM/FL	
ECON 104	Principles of Economics II--Microeconomics	3	T,W,Q	ECON 103	SP/SM/FL	
FIN 201	Principles of Corporation Finance	3	T		SP/FL	
Business Core Elective	Select one course from the list of Business Core Electives	3-4				
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	Total Semester Hours:	**15-17**				

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:	Counseling & Advising	Department Chairperson	Program Advisor
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