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
OFS 101	Fundamentals of Document Formatting	3	T, Q		FL, SP, SM	
OFS 120	Introduction to Image Manipulation	3	T		FL, SP	
ENG 101	Rhetoric	3			FL, SP, SM	
ART 107	Graphic Design	3			FL, SP, SM	
Gen. Ed.	1 course from Group II: Social & Behavioral Science	3				
	Total Semester Hours:	**15**				

Second Semester

Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
OFS 166	Microsoft Word I	3	T, W	OFS 101	FL, SP, SM	
OFS 220	Advanced Image Manipulation	3	T	OFS 120	SP, SM	
MGMT 102	Human Relations	3			FL, SP, SM	
Gen. Ed.	1 course from Group IV: Math/Science	3				
Gen. Ed.	1 course from Grp. I - V: General Education	3				
	Total Semester Hours:	**15**				

Third Semester

Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
OFS 113	Fundamentals of Desktop Publishing	3	T	OFS 166	FL, SP	
OFS 128	Visual Layout and Design	3	T		FL, SM	
OFS 130	Introduction to Visual Manipulation	3	T		FL, SM	
OFS 214	**Microsoft Office Suite**	**4**	**T, W**	**OFS 101 or CIS 110**	**FL, SP, SM**	
OFS 240	Fundamentals of Print & Digital Media	3	T	OFS 120	FL, SP	
	Total Semester Hours:	**16**				

Fourth Semester

Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
OFS 230	Advanced Visual Illustrations	3	T	OFS 130	SP, SM	
OFS 292	Portfolio	4	T	Consent of Office Coordinator	FL, SP	
DGTL 100	Concepts of Digital Media	4	T		FL, SP	
Gen. Ed.	1 course from Groups I - V: General Education	3				
Elective	4 cr. hrs. from Major Core Elective	4				
	Total Semester Hours:	**18**				

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 Coordinator
Main Campus room A-1155	R. Raghuraman	S. Gehrke
815-280-2673	815-280-2334	815-280-2383