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 = Hybrid

First Semester

Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
ENG 101 or ENG 130	ENG 101 - Rhetoric	3		Appropriate placement score; or minimum grade "C" in one of the following: ENG 021 and ENG 099; or the EAP course sequence ENG 079 and ENG 089; or ENG 096.	FL, SP, SM	
	ENG 130 - Technical Writing & Communication	3		Appropriate placement score; or minimum grade "C" in one of the following: ENG 021 and ENG 099; or the EAP course sequence ENG 079 and ENG 089; or ENG 096.	FL, SP. SM	
OFS 101	Fundamentals of Document Formatting	3	T, Q		FL, SP, SM	
ACCY 100	Introduction to Accounting	3			FL, SP	
Gen. Ed.	1 Course from Grp IV: Math/Science	3				
MGMT 102	Human Relations	3			FL, SP, SM	
	Total Semester Hours:	15				

Second Semester

Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
COMM 101	Principles of Communication	3		ENG 101	FL, SP, SM	
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	
Maj. Core Elect.	1 Course from Major Core Electives	3				
Gen. Ed.	1 Course from Group II: Social & Behav. Science	3				
	Total Semester Hours:	15				

Third Semester

Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
OFS 167	Microsoft Word II	3	T, W	OFS 166	FL, SP, SM	
OFS 103	Advanced Document Formatting	4	T	OFS 102	FL, SP, SM	
OFS 113	Fundamentals of Desktop Publishing	3	T	OFS 166	FL, SP, SM	
OFS 201	Office Procedures	3	T	OFS 102	FL, SP, SM	
OFS 214	**Microsoft Office Suite**	**4**	**T, W**			
	Total Semester Hours:	17				

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 215	Advanced Microsoft Office	4	T, W	OFS 214	FL, SP, SM	
OFS 225	Administrative Documents	4	T	OFS 103 & OFS 214	FL, SP	
Gen. Ed.	1 Course from Groups I - V: General Education	3				
Maj. Core Elect.	1 Course from Major Core Electives	3				
	Total Semester Hours:	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 Coordinator
Main Campus room A-1155	R. Raghuraman	S. Gehrke
815-280-2673		