

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:**

<b>First Semester</b>						
Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
BIO 125	Human Biology	4		COMPASS Placement into ENG 101 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; and COMPASS placement into MATH 094 or higher or minimum grade "C" in MATH 090.	FL, SP, SM	
ENG 101 or 130	Rhetoric or Technical Writing & Communication	3			FL, SP, SM	
ECON 103 or 107	Principles of Economics 1 or Consumer Econ.	3			FL, SP, SM	
Gen. Ed.	3 cr. hrs. from Groups I - V: General Education	3				
OFS 101	Fundamentals of Document Formatting	3	T, Q		FL, SP, SM	
		<b>Total Semester Hours:</b>	<b>16</b>			

<b>Second Semester</b>						
Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
BIO 100	Medical Terminology	3			FL, SP, SM	
HIM 101	Health Information Management 1	3			FL, SP, SM	
OFS 166	Microsoft Word I	3	T, W	OFS 101	FL, SP, SM	
OFS 102	Intermediate Document Formatting	3	T, W	OFS 101	FL, SP, SM	
Major Core Elect.	3 cr. hrs. from Major Core Electives	3				
		<b>Total Semester Hours:</b>	<b>15</b>			

<b>Third Semester</b>						
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 143	Medical Transcription	3	T	BIO 100, OFS 166	FL, SP	
<b>OFS 214</b>	<b>Microsoft Office Suite</b>	<b>4</b>	<b>T, W</b>	<b>OFS 101 or CIS 110</b>	<b>FL, SP, SM</b>	
HIM 110	Basic ICD Coding	4	T, W	BIO 100, BIO 125, HIM 115	FL, SP, SM	
HIM 115	Principles of Disease	3	T, W	BIO 100, BIO 125	FL, SP, SM	
		<b>Total Semester Hours:</b>	<b>18</b>			

<b>Fourth Semester</b>						
Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
OFS 180	Records Management	3	T	OFS 102	SP	
OFS 110	Voice Recognition	1	T	OFS 101, OFS 166	SP	
OFS 210	Medical Administrative Procedures	3	T	OFS 166	FL, SP	
OFS 225	Administrative Documents	4	T	OFS 103, OFS 214	FL	
SPCH 101	Principles of Speech Communication	3		COMPASS Placement into ENG 101 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	
Major Core Elect.	3 cr. hrs. from Major Core Electives	3				
		<b>Total Semester Hours:</b>	<b>17</b>			

**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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