JOLIET JUNIOR COLLEGE

2015-2016 Degree Completion Guide
Microcomputers for Business Option AAS - CO240

2/18/2015

ICCB Approved Total Program Hours: **64** Semester Hours

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.**
   Please note: 12 credit hours must be from outside the CIOS Dept.

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
CIS 122	**Computer Information Systems Fundamentals**	4	T, W, Q		FL, SP, SM	
CIS 126	**Microsoft Office**	3	T, W, Q		FL, SP, SM	
SPCH 101 or ENG 101	Principles of Speech Communication or Rhetoric	3				
Gen. Ed.	1 course from Group IV: Math/Sciences	3				
CIS 145	Fundamentals of Networking	3	T, W		FL, SP, SM	
	Total Semester Hours:	16				

Second Semester

Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
ACCY 100 or higher	Intro to Accounting	3			FL, SP	
Elective	3 cr. hrs. from approved CIS or BUS electives	3				
Gen. Ed.	3 credit hours from Grps. I - V: General Education	3				12 Gen. Ed. credit hours must be taken outside the CIOS Dept.
CIS 130	**BASIC Programming**	4	T, W	CIS 122 and COMPASS placement into Math 127 or higher or grade of C or better in Math 098.	FL, SP, SM	
CIS 213	Electronic Spreadsheet Software	3	T, W	CIS 126 or OFS 114 or consent of dept.	SP	
	Total Semester Hours:	16				

Third Semester

Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
CIS 226	Advanced Microsoft Office	4	T, W	CIS 126 or OFS 114 or consent of dept.	FL, SP	
Elective	3 cr. hrs. from approved CIS or BUS electives	3				
CIS 211	Database Management Systems	3	T, W	CIS 126 or OFS 114 or consent of dept.	FL, SP	
Gen. Ed.	1 course from Group II: Social & Behavioral Sciences	3				
Elective	3 cr. hrs. from Major Core Electives	3				
	Total Semester Hours:	16				

Fourth Semester

Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
CIS 240	Management Information Systems	3	W	CIS 124 or CIS 126 or consent of dept.	SP	Preferably to be taken in final semester
CIS 235	Microsoft Office Certification Prep.	3	W	CIS 126 or OFS 114; CIS 226 highly recommended (may be concurrent)	FL, SP, SM	
CIS 250	Systems Analysis and Design	3	T, W	CIS 130 or CIS 136 or consent of dept.	SP	
Elective	4 cr. hrs. from Major Core Electives	4				
Gen. Ed.	1 course from Groups I - V: General Education	3				12 Gen. Ed. credit hours must be taken outside the CIOS Dept.
	Total Semester Hours:	16				

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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