

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
ACCY 100	Introduction to Accounting	3			FL, SP	
BLAW 101	Business Law I	3			FL, SP, SM	
ENG 101 or 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 and 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	
Total Semester Hours:		12				

Second Semester						
Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
BLAW 102	Business Law II	3		BLAW 101	FL, SP	
OFS 102	Intermediate Document Formatting	3	T, W	OFS 101 or consent of dept.	FL, SP, SM	
OFS 166	Microsoft Word I	3	T, W	OFS 101 or consent of dept.	FL, SP, SM	
Total Semester Hours:		9				

Third Semester						
Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
OFS 103	Advanced Document Formatting	4	T	OFS 102 or consent of dept.	FL, SP, SM	
OFS 167	Microsoft Word II	3	T, W	OFS 166 or consent of dept.	FL, SP, SM	
OFS 214	Microsoft Office Suite	4	T, W		FL, SP, SM	
Total Semester Hours:		11				

Fourth Semester						
Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
OFS 225	Administrative Documents	4	T	OFS 103 and OFS 214 or consent of dept.	FL, SP	OFS 215 strongly recommended
OFS 201	Office Procedures	3	T	OFS 102 or consent of dept.	FL, SP	
OFS 180	Records Management	3	T	OFS 102 or consent of dept.	SP	
Total Semester Hours:		10				

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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