



**2022-2023 Completion Guide**  
**Retail Associate, CCO, BU 255**  
**ICCB Approved Total Program Hours: 18**

Date: *The following schedule is based on full-time enrollment. Students planning to transfer to a senior institution should check with that institution for specific transfer requirements.*

Program Prerequisites

**T= Traditional    H = Hybrid    W = Web**

| First Semester |                             |              |                  |               |               |       |
|----------------|-----------------------------|--------------|------------------|---------------|---------------|-------|
| Course         | Title                       | Credit Hours | Mode of Delivery | Prerequisites | Terms offered | Notes |
| BMAT 101       | Business Math               | 3            | T,W,H            |               | FL/SP/SM      |       |
| MGMT 101       | Principles of Management    | 3            | T,W,H            |               | FL/SP/SM      |       |
| MKTG 101       | Principles of Marketing     | 3            | T,W,H            |               | FL/SP/SM      |       |
|                | <b>Total Semester Hours</b> | <b>9</b>     |                  |               |               |       |

| Second Semester |                             |              |                  |               |               |       |
|-----------------|-----------------------------|--------------|------------------|---------------|---------------|-------|
| Course          | Title                       | Credit Hours | Mode of Delivery | Prerequisites | Terms offered | Notes |
| MGMT 102        | Human Relations             | 3            | T,W,H            |               | FL/SP/SM      |       |
| MKTG 205        | Professional Sales          | 3            | T,W,H            |               | FL/SP         |       |
| MKTG 215        | Retail Management           | 3            | T,W,H            |               | SP            |       |
|                 | <b>Total Semester Hours</b> | <b>9</b>     |                  |               |               |       |

**Graduation Requirements**

To be awarded an Associate degree at Joliet Junior College, each student must meet the following requirements:

1. Satisfy all admissions requirements.
2. Complete the courses required to earn the given degree. If the student is a transfer student with coursework taken elsewhere, he/she must complete a minimum of 60 credit hours of which 15 credit hours applicable to the degree are earned at JJC. Proficiency test, CLEP, and Advanced Placement does not meet this requirement.
3. Earn a cumulative grade point average of at least 2.0.
4. Discharge all financial obligations to the College and have no restrictions.
5. File an application for graduation. An application should be filed at the time of registration for the student's anticipated last semester.
6. Have all official transcripts from other college/universities on file in the Graduation Office by the graduation filing date for evaluation of credit. A delay in the process may result in a later graduation date.

To be awarded a Certificate of Achievement or Certificate of Completion at JJC, each student must meet the following requirements:

1. Satisfy all admission requirements.
2. Complete the courses required to earn the chosen certificate. Complete a minimum of 4-29 credit hours (Certificate of Completion) or 30-50 credit hours (Certificate of Achievement). If the student is a transfer student with coursework taken elsewhere, he/she must complete a minimum of 25% of the total required credit hours applicable to the certificate at JJC. Proficiency test, CLEP, and Advanced Placement do not meet this requirement.
3. Earn a cumulative grade point average of at least 2.0 in the area of concentration.
4. Discharge all financial obligations to the college and have no restrictions.
5. File an application for graduation. An application should be filed at the time of registration for the student's anticipated last semester.
6. Have all official transcripts from other college/universities on file in the Graduation Office by the graduation filing date for evaluation of credit. A delay in the process may result in a later graduation date.

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|-----------------------|-------------------------------|--|-------------------------|
| For more information: | <b>Department Chairperson</b> | <b>Program Coordinator</b>                                   | <b>Program Advisor</b>  |
|                       | Name: William O'Connor        | Name: Michelle Meyer   | Name: Michelle Meyer    |
|                       | E-mail: woconnor@jjc.edu      | E-mail: <a href="mailto:mimeyer@jjc.edu">mimeyer@jjc.edu</a> | E-mail: mimeyer@jjc.edu |
|                       | Phone: (815) 280-2404         | Phone: (815) 280-2322  | Phone: (815) 280-2322   |