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| JJC Logo Primary_black.jpg | **2019-2020 Completion Guide**  **Microsoft Office User Specialist, Certificate of Completion, CO517**  **ICCB Approved Total Program Hours: 20** |
| 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**

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| **First Semester** | | | | | | |
| Course | Title | Credit Hours | Mode of Delivery | Prerequisites | Terms offered | Notes |
| OFS 101 | Fundamentals of Document Formatting | 3 | T, H | - | FL, SP |  |
|  | Total Semester Hours | 3 |  |  |  |  |

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| **Second Semester** | | | | | | |
| Course | Title | Credit Hours | Mode of Delivery | Prerequisites | Terms offered | Notes |
| OFS 166 | Microsoft Word I | 3 | T, W | OFS 101 or consent of department. | FL, SP |  |
| OFS 214 | Microsoft Office Suite | 4 | T, H, W |  | FL, SP, SM |  |
|  | Total Semester Hours | 7 |  |  |  |  |

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| **Third Semester** | | | | | | |
| Course | Title | Credit Hours | Mode of Delivery | Prerequisites | Terms offered | Notes |
| OFS 167 | Microsoft Word II | 3 | T, W | OFS 166 or consent of department. | FL, SP, SM |  |
| OFS 215 | Advanced Microsoft Office | 4 | T, H, W | OFS 214 | FL, SP |  |
| CIS 235 | Microsoft Office Certification Prep | 3 | W | CIS 126 or OFS 214.  CIS 226 also recommended. | FL, 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 15 credit hours 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.

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| Student Advising Center  [academicadvising@jjc.edu](mailto:academicadvising@jjc.edu)  815-280-2673 | Department Chairperson | Program Coordinator | Program Advisor |
| William O”Connor | Deborah Dykstra | Deborah Dykstra |
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