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| JJC Logo Primary_black.jpg | **2019-2020 Completion Guide**  **Administrative Assistant, Certificate of Achievement, CO810**  **ICCB Approved Total Program Hours: 39** |
| 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 |
| ACCY 100 | Introduction to Accounting | 3 | T |  | FL, SP |  |
| ENG 101\* *or* ENG 130\*\* | Rhetoric\* Technical Writing  & Communication\*\* | 3 | T, W\*  W\*\* | Placement into ENG 101 or minimum grade of “C” in one of the following: ENG 021 and ENG 099; or ENG 022 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, H | - | FL, SP |  |
|  | Total Semester Hours | 9 |  |  |  |  |

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| **Second Semester** | | | | | | |
| Course | Title | Credit Hours | Mode of Delivery | Prerequisites | Terms offered | Notes |
| OFS 102 | Intermediate Document Formatting | 3 | T, W | OFS 101 or consent of department. | FL, SP, SM |  |
| OFS 166 | Microsoft Word I | 3 | T, W | OFS 101 or consent of department. | FL, SP |  |
|  | Total Semester Hours | 6 |  |  |  |  |

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| **Third Semester** | | | | | | |
| Course | Title | Credit Hours | Mode of Delivery | Prerequisites | Terms offered | Notes |
| OFS 103 | Advanced Document Formatting | 4 | T | OFS 102 or consent of department. | FL, SP |  |
| OFS 167 | Microsoft Word II | 3 | T, W | OFS 166 or consent of department. | FL, SP, SM |  |
| OFS 113 | Fundamentals of Desktop Publishing | 3 | T |  | SP |  |
| OFS 214 | Microsoft Office Suite | 4 | T, H, W |  | FL, SP, SM |  |
|  | Total Semester Hours | 14 |  |  |  |  |

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| **Fourth Semester** | | | | | | |
| Course | Title | Credit Hours | Mode of Delivery | Prerequisites | Terms offered | Notes |
| OFS 180 | Records Management | 3 | T | OFS 102 or consent of department. | FL |  |
| OFS 201 | Office Procedures | 3 | T | OFS 102 or consent of department. | FL |  |
| OFS 225 | Administrative Documents | 4 | W | OFS 103 and OFS 214, or consent of department. OFS 215 is strongly recommended. | 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 applicable to the degree 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 |
| (815) 280-2404 woconnor@jjc.edu | (815) 280-2688  ddykstra@jjc.edu | (815) 280-2688  ddykstra@jjc.edu |