



**2020-2021 Completion Guide
Management and Supervision, AAS (BU510)
ICCB Approved Total Program Hours: 60**

Date:	<i>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.</i>
Program Prerequisites	

T= Traditional H = Hybrid W = Web

First Semester						
Course	Title	Credit Hours	Mode of Delivery	Prerequisites	Terms offered	Notes
BUS 101	Introduction to Business	3	T,W,H		FL/SP/SM	
Social Science Elective	Select one course from Group II: Social Science	3				
Humanities or Fine Arts Elective	Select one course from Group III: Humanities and Fine Arts	3				
Math/Science-General Education	Select one course from Group IV: Math/Science	3-4				Must meet appropriate Compass Test level
ENG 101 OR ENG 130	Rhetoric OR Technical Writing and Communication	3	T,W,H	Appropriate COMPASS 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 101 is preferred
Total Semester Hours		15-16				

Second Semester						
Course	Title	Credit Hours	Mode of Delivery	Prerequisites	Terms offered	Notes
MGMT 101	Principles of Management	3	T,W,H		FL/SP/SM	
ACCY 101	Accounting I	4	T,W,H		FL/SP/SM	
Business Core Elective	Select one course from the list of Business Core Electives	3				
COMM 101	Principles of Speech Communication	3	T,W,H	COMPASS placement into ENG 101; or minimum grade of "C" in one of the following: ENG 021 and ENG 099 , or the EAP course sequence ENG 079 and ENG 089 , or ENG 096		
ECON 103	Principles of Economics I	3	T,W,H		FL/SP/SM	
Total Semester Hours		16-17				

Third Semester

Course	Title	Credit Hours	Mode of Delivery	Prerequisites	Terms offered	Notes
BLAW 101	Business Law I	3	T,W,H		FL/SP/SM	
MGMT 102	Human Relations	3	T,W,H		FL/SP/SM	
ECON 104	Principles of Economics II	3	T,W,H		FL/SP/SM	
Business Core Elective	Select one course from the list of Business Core Electives	3-4				
Business Core Elective	Select one course from the list of Business Core Electives	3-4				
	Total Semester Hours	15-17				

Fourth Semester						
Course	Title	Credit Hours	Mode of Delivery	Prerequisites	Terms offered	Notes
MGMT 220	Entrepreneurship and Small Business Management	3	T,W		FL/SP/SM	
MGMT 202	Human Resource Management	3	T,W	MGMT 101	FL/SP/SM	
BUS 111	Principles of Business Communication	3	T,W	ENG 101 or equivalent	FL/SP/SM	
Business Core Elective	Select one course from the list of Business Core Electives	3-4				
Business Core Elective	Select one course from the list of Business Core Electives	2-4				
	Total Semester Hours	14-17				

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.

For more information:	Department Chairperson	Program Coordinator	Program Advisor
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