



**2020-2021 Completion Guide**  
**Human Resource Management, CAC Certificate of Achievement (BU580)**  
**ICCB Approved Total Program Hours: 30**

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**

<b>First Semester</b>						
Course	Title	Credit Hours	Mode of Delivery	Prerequisites	Terms offered	Notes
<b>ENG 101 or ENG 130</b>	English	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	
<b>ECON 103</b>	Principles of Economics I	3	T, W,H		FL/SP/SM	
<b>CIS 122 OR CIS 124 OR CIS 126</b>	Computer Information Systems Fundamentals <b>OR</b> Beginning Microcomputer Applications <b>OR</b> Microsoft Office	3	T, W,H		FL/SP/SM	
<b>MGMT 101</b>	Principles of Management	3	T, W,H		FL/SP/SM	
Open Electives	Select one course from the list of Open Electives	3				Accy 100, Accy 101, BLAW 101, BUS 101, BUS 111, COMM 101
	<b>Total Semester Hours</b>	<b>15</b>				

<b>Second Semester</b>						
Course	Title	Credit Hours	Mode of Delivery	Prerequisites	Terms offered	Notes
<b>MGMT 102</b>	Human Relations	3	T, W,H		FL/SP/SM	
MGMT 202	Human Resource Management	3	T,W	MGMT 101	FL/SP/SM	
<b>PSYC 101</b>	General Psychology	3	T, W,H		FL/SP/SM	
<b>SOC 290</b>	Cultural Diversity in America	3	T, W		FL/SP/SM	
Open Electives	Select one course from the list of Open Electives	3				
	<b>Total Semester Hours</b>	<b>15</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.

For more information:	<b>Department Chairperson</b>	<b>Program Coordinator</b>	<b>Program Advisor</b>
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