



**2020-2021 Completion Guide**  
**Retail Business Associate, CAC BU750**  
**ICCB Approved Total Program Hours: 31**

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>ACCY 101</b>	Accounting I	4	T,W,H		FL/SP/SM	
<b>BUS 101</b>	Introduction to Business	3	T,W,H		FL/SP/SM	
<b>MKTG 101</b>	Principles of Marketing	3	T,W,H		FL/SP/SM	
BUS 111	Principles of Business Communications	3	T,W		FL/SP/SM	ENG 101 recommended
Major Core Elective	Select one course from the list of Major Core Electives	3				
	<b>Total Semester Hours</b>	<b>16</b>				

<b>Second Semester</b>						
Course	Title	Credit Hours	Mode of Delivery	Prerequisites	Terms offered	Notes
<b>MKTG 210</b>	Principles of Advertising	3	T,W		FL/SP	Formerly ADV 101
MKTG 205	Professional Sales	3	T,W		FL/SP	Formerly SALE 101
RET 107	Retail Management	3	T,W		FL/SP	
<b>MGMT 101</b>	Principles of Management	3	T,W,H		FL/SP/SM	
Major Core Elective	Select one course from the list of Major Core 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:	Department Chairperson	Program Coordinator	Program Advisor
	Name: William O'Connor	Name:	Name: Wayne Gawlik
	E-mail: woconnor@jjc.edu	E-mail:	E-mail: wgawlik@jjc.edu
	Phone: 815-280-2404	Phone:	Phone: 815-280-2419 Name: Michelle Meyer E-mail: <a href="mailto:mimeyer@jjc.edu">mimeyer@jjc.edu</a> Phone: 815-280-2322