



**2020-2021 Completion Guide
Business Administration, AAS (BU505)
ICCB Approved Total Program Hours: 60**

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

First Semester						
Course	Title	Credit Hours	Mode of Delivery	Prerequisites	Terms offered	Notes
ENG 101	Rhetoric	3	T,W,H	Appropriate 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	
Math/Science Gen Ed	Select one course from Group IV: Math/Science	3-4				Must meet appropriate Compass Test level
BUS 101	Introduction to Business	3	T,W,H		FL/SP/SM	
ACCY 101	Accounting I	4	T,W,H		FL/SP/SM	
	Total Semester Hours	16-17				

Second Semester						
Course	Title	Credit Hours	Mode of Delivery	Prerequisites	Terms offered	Notes
COMM 101	Principles of Communication	3	T,W,H	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	FL/SP/SM	
MGMT 101	Principles of Management	3	T,W,H		FL/SP/SM	
ECON 103	Principles of Economics I- Macroeconomics	3	T,W,H		FL/SP/SM	
ACCY 102	Accounting II	4	T,W,H	ACCY 101	FL/SP/SM	
BLAW 101	Business Law I	3	T, W			
	Total Semester Hours	16				

Third Semester						
Course	Title	Credit Hours	Mode of Delivery	Prerequisites	Terms offered	Notes
Humanities or Fine Arts	Select one course from Group III: Humanities	3				Students planning to transfer to a four-year institution should choose

						an IAI course from this category.
ECON 104	Principles of Economics II- -Microeconomics	3	T,W,H	ECON 103	FL/SP/SM	
MKTG 101	Principles of Marketing	3	T,W,H		FL/SP/SM	
BLAW 102	Business Law II	3	T,W	BLAW 101	FL/SP/SM	
Business Core Elective	Select one course from the list of Business Core Electives	3-4				Students must complete a minimum of 10 credit hours of business electives to graduate.
	Total Semester Hours		15-16			

Fourth Semester						
Course	Title	Credit Hours	Mode of Delivery	Prerequisites	Terms offered	Notes
BUS 111	Principles of Business Communication	3	T,W		FL/SP/SM	
FIN 201	Principles of Corporation Finance	3	T		FL/SP	
Business Core Elective	Select one course from the list of Business Core Electives	3-4				Students must complete a minimum of 10 credit hours of business electives to graduate.
Business Core Elective	Select one course from the list of Business Core Electives	3-4				Students must complete a minimum of 10 credit hours of business electives to graduate.
		3	T,W		FL/SP/SM	
	Total Semester Hours	12-14				

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:	Name:	Name:
	E-mail:	E-mail:	E-mail:
	Phone:	Phone:	Phone: