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| JJC Logo Primary_black.jpg | **2019-2020 Completion Guide**  **Computers for Educators, Certificate of Completion, CO180**  **ICCB Approved Total Program Hours: 17** |
| 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 |
| CIS 128 | Computers for Educators | 3 | H |  | FL, SP, SM |  |
| CIS 122 | Computer Information Systems Fundamentals | 4 | T, H, W |  | FL, SP, SM |  |
| CIS 126 | Microsoft Office | 3 | T, H, W |  | FL, SP, SM |  |
| DGTL 100 | Concepts of Digital Media | 4 | T |  | FL, SP, SM |  |
|  | Total Semester Hours | 14 |  |  |  |  |

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| **Second Semester** | | | | | | |
| Course | Title | Credit Hours | Mode of Delivery | Prerequisites | Terms offered | Notes |
| CIS 228 | Advanced Computers for Educators | 3 | T | CIS 128 |  |  |
|  | Total Semester Hours | 3 |  |  |  |  |

**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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| For more information:  Student Advising Center  [academicadvising@jjc.edu](mailto:academicadvising@jjc.edu)  815-280-2673 | Department Chairperson | Program Coordinator | Program Advisor |
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