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| JJC Logo Primary_black.jpg | **2020-2021 Completion Guide**  **Administrative Professional, Associate in Applied Science, CO809**  **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**

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| **First Semester** | | | | | | |
| Course | Title | Credit Hours | Mode of Delivery | Prerequisites | Terms offered | Notes |
| ENG 101\* *or* ENG 130\*\* | Rhetoric\* Technical Writing  & Communication\*\* | 3 | T, W\*  W\*\* | Placement into ENG 101 or minimum grade of “C” in one of the following: ENG 021 and ENG 099; or ENG 022 and ENG 099; or the EAP course sequence ENG 079 and ENG 089, or ENG 096. | FL, SP, SM |  |
| COMM 101 | Principles of Speech Communication | 3 | T, H, W | Placement into ENG 101 or minimum grade of “C” in one of the following: ENG 021 and ENG 099; or ENG 022 and ENG 099; or the EAP course sequence ENG 079 and ENG 089, or ENG 096. | FL, SP, SM |  |
| CIS 200 | Social Media Technologies | 3 | W |  | FL |  |
| OFS 103 | Administrative Documents for the Workplace | 3 | T, H |  | FL, SP |  |
| Group II |  | 3 |  |  |  | PSYC 101 is recommended |
|  | Total Semester Hours | 15 |  |  |  |  |

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| **Second Semester** | | | | | | |
| Course | Title | Credit Hours | Mode of Delivery | Prerequisites | Terms offered | Notes |
| ACCY 100 | Introduction to Accounting | 3 | T |  | FL, SP |  |
| OFS 180 | Records Management | 3 | T |  | FL, SP |  |
| OFS 214 | Document Integration | 3 | T, H, W |  | FL, SP, SM |  |
| MGMT 101 | Principles of Management | 3 | T, H, W |  | FL, SP, SM |  |
| Group IV |  | 3 |  |  |  |  |
|  | Total Semester Hours | 15 |  |  |  |  |

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| **Third Semester** | | | | | | |
| Course | Title | Credit Hours | Mode of Delivery | Prerequisites | Terms offered | Notes |
| Group III |  | 3 |  |  |  | PHIL 103 is recommended |
| BUS 101 | Introduction to Business | 3 | T, H, W |  | FL, SP, SM |  |
| CIS 211 | Database Management Systems | 3 | W | CIS 126 or OFS 214, or consent of department. | FL, SP |  |
| Concentration Course |  | 3 |  |  |  |  |
| Elective |  | 3 |  |  |  |  |
|  | Total Semester Hours | 15 |  |  |  |  |

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| **Fourth Semester** | | | | | | |
| Course | Title | Credit Hours | Mode of Delivery | Prerequisites | Terms offered | Notes |
| CIS 235 | Microsoft Office Certification Prep | 3 | W | OFS 214 or CIS 126 | FL, SP, SM |  |
| FIN 100 | Personal Finance | 3 | T, W |  | FL, SP |  |
| CIS 213 | Electronic Spreadsheet Software | 3 | W | CIS 126 or OFS 214 or consent of department | SP |  |
| Concentration Course |  | 3 |  |  |  |  |
| Elective |  | 3 |  |  |  |  |
|  | Total Semester Hours | 15 |  |  |  |  |

**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 15 credit hours applicable to the degree are earned 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:  Academic Student Advising  815-280-2673  academicadvising@jjc.edu | Department Chairperson | Program Coordinator | Program Advisor |
| William O’Connor | Deborah Dykstra | Deborah Dykstra |
| (815) 280-2404  woconnor@jjc.edu | (815) 280-2688  ddykstra@jjc.edu | (815) 280-2688  ddykstra@jjc.edu |