|  |  |
| --- | --- |
| JJC Logo Primary_black.jpg | **2020-2021 Completion Guide**  **Administrative Professional, Certificate of Completion, CO811**  **ICCB Approved Total Program Hours: 18** |
| 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 |
| OFS 214\* *or* CIS 126\*\* | Document Integration\*  Microsoft Office\*\* | 3 | T, H, W |  | FL, SP, SM |  |
| BUS 101 | Introduction to Business | 3 | T, H, W |  | FL, SP, SM |  |
| Concentration Course |  | 3 |  |  |  |  |
|  | Total Semester Hours | 9 |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Second 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 |  |
| CIS 213 | Electronic Spreadsheet Software | 3 | W | CIS 126 or OFS 214 or consent of department | SP |  |
| Concentration Course |  | 3 |  |  |  |  |
|  | Total Semester Hours | 9 |  |  |  |  |

**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.

|  |  |  |  |
| --- | --- | --- | --- |
| For more information:  Student Advising Center  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 |