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| JJC Logo Primary_black.jpg | **2020-2021 Completion Guide**  **Law Office Specialist, Certificate of Achievement, CO815**  **ICCB Approved Total Program Hours: 42** |
| 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 |
| ACCY 100 | Introduction to Accounting | 3 | T |  | FL, SP |  |
| BLAW 101 | Business Law I | 3 | T, O |  | FL, SP, SM |  |
| 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 |  |
| OFS 101 | Fundamentals of Document Formatting | 3 | T, H |  | FL, SP |  |
|  | Total Semester Hours | 12 |  |  |  |  |

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| **Second Semester** | | | | | | |
| Course | Title | Credit Hours | Mode of Delivery | Prerequisites | Terms offered | Notes |
| BLAW 102 | Business Law II | 3 | T | BLAW 101 | FL, SP, SM |  |
| OFS 102 | Intermediate Document Formatting | 3 | T, W | OFS 101 or consent of department. | FL, SP, SM |  |
| OFS 166 | Microsoft Word I | 3 | T, W | OFS 101 or consent of department. | FL, SP |  |
|  | Total Semester Hours | 9 |  |  |  |  |

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| **Third Semester** | | | | | | |
| Course | Title | Credit Hours | Mode of Delivery | Prerequisites | Terms offered | Notes |
| OFS 103 | Advanced Document Formatting | 4 | T | OFS 102 or consent of department. | FL, SP |  |
| OFS 167 | Microsoft Word II | 3 | T, W | OFS 166 or consent of department. | FL, SP, SM |  |
| OFS 214 | Microsoft Office Suite | 4 | T, H, W |  | FL, SP, SM |  |
|  | Total Semester Hours | 11 |  |  |  |  |

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| **Fourth Semester** | | | | | | |
| Course | Title | Credit Hours | Mode of Delivery | Prerequisites | Terms offered | Notes |
| OFS 225 | Advanced Administrative Documents | 4 | W | OFS 103 and OFS 214, or consent of department. OFS 215 is strongly recommended. | SP |  |
| OFS 201 | Office Procedures | 3 | T | OFS 102 or consent of department. | FL |  |
| OFS 180 | Records Management | 3 | T | OFS 102 or consent of department. | FL |  |
|  | Total Semester Hours | 10 |  |  |  |  |

**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 given 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 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; 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 colleges/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.

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| For more information:  http://www.jjc.edu/  academics/computer-information-systems | Department Chairperson | Program Coordinator | Program Advisor |
| Ram Raghuraman | Shirley Gehrke | Shirley Gehrke |
| (815) 280-2334  rraghura@jjc.edu | (815) 280-2383  sgehrke@jjc.edu | (815) 280-2383  sgehrke@jjc.edu |