



2021 2022 Completion Guide
Business Administration transfer major - AA
ICCB Approved Total Program Hours: 64

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/H/W	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	
COMM 101	Principles of Speech Communication	3	T/H/W	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	
ECON 103	Principles of Economics I - Macro	3	T/H/W		FL/SP/SM	
Humanities/Fine Arts Course	Select from List	3	T/H/W		FL/SP/SM	Students must take 9 credit hours in this category (1 course in Humanities, 1 in Fine Arts, & 1 in either)
Math Course	Select from List	3	T/H/W		FL/SP/SM	Students must take 3 credit hours in Math, business students are encourage to take Math 150, 153, or 170 to fulfill this requirement
BUS 101*	Introduction to Business	3	T/H/W		FL/SP/SM	Students are required to complete 27 credit hours in OTHER courses
	Total Semester Hours	18				

Second Semester						
Course	Title	Credit Hours	Mode of Delivery	Prerequisites	Terms offered	Notes
ENG 102	Rhetoric	3	T/H/W	Minimum grade of "C" in ENG 101	FL/SP/SM	

ECON 104	Principles of Economics II - Micro	3	T/H/W	ECON 103	FL/SP/SM	
Physical/Life Science	Select from List	3 or 4	T/H/W	Varies	FL/SP/SM	Students must have 7 hours of science: 1 Life and 1 Physical (one of which must be a lab)
Humanities/Fine Arts Course	Select from List	3	T/H/W	Varies	FL/SP/SM	Students must take 9 credit hours in this category (1 course in Humanities, 1 in Fine Arts, & 1 in either)
MGMT 101*	Principles of Management	3	T/H/W		FL/SP/SM	Students are required to complete 27 credit hours in OTHER courses
	Total Semester Hours	15-16				

Third Semester						
Course	Title	Credit Hours	Mode of Delivery	Prerequisites	Terms offered	Notes
ACCY 101	Accounting I	4	T/H/W		FL/SP/SM	Students are required to complete 27 credit hours in OTHER courses
Social/Behavioral Science	Select from List	3	T/H/W	Varies	FL/SP/SM	Students are required to complete 9 credit hours in this category (Econ 103, Econ 104, + 1 additional)
Physical/Life Science	Select from List	3 to 4	T/H/W	Varies	FL/SP/SM	Students must have 7 hours of science: 1 Life and 1 Physical (one of which must be a lab)
MKTG 101*	Marketing	3	T/H/W		FL/SP/SM	Students are required to complete 27 credit hours in OTHER courses
BLAW 101*	Business Law I	3	T/H/W		FL/SP/SM	Students are required to complete 27 credit hours in OTHER courses
	Total Semester Hours	16-17				

Fourth Semester						
Course	Title	Credit Hours	Mode of Delivery	Prerequisites	Terms offered	Notes
ACCY 102	Accounting II	4	T/H/W	ACCY 101	FL/SP/SM	Students are required to complete 27 credit hours in OTHER courses
Humanities/Fine Arts Course	Select from List	3	T/H/W	Varies	FL/SP/SM	Students must take 9 credit hours in this category (1 course in Humanities, 1 in Fine Arts, & 1 in either)
BLAW 102*	Business Law II	3	T/H/W	BLAW 101	FL/SP/SM	Students are required to complete 27 credit hours in OTHER courses
BUS 111*	Principles of Business Communication	3	T/H/W		FL/SP/SM	Students are required to complete 27 credit hours in OTHER courses
BUS 205	Business Statistics	3	T/H/W	Math 150, Math 153, or Math 170	FL/SP/SM	Students are required to complete 27 credit hours in OTHER courses
	Total Semester Hours	16				

***Please note that courses above with Asterisks* should be taken **AFTER** consultation with a program advisor in the Business Department to ensure the BEST transferability to the school of your choice.**

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.

	Department Chairperson	Department Administrative Assistant	Program Advisor
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