



2023-2024 Completion Guide

Hospitality Management Certificate of Completion (CA 415)

DATE ICCB Approved Total Program Hours: 15

The following suggested schedule is based on full-time enrollment. Students planning to transfer to a senior institution should check with that institution for specific transfer requirements.

Courses that are approved for the AA/AS degrees are **bolded**.

First Semester

Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
Bus 110	Principles of Customer Service	3	T,W	None	FL/SP/SM	
Hosp 120	Exploring the Hospitality Industry	3	W	None	FL/SP	
Hosp 148	Hotel and Restaurant Law	3	T,W	None	FL/SP	
Hosp 255	Cost Control for the Hospitality Industry OR Cost and Portion Management	3	T,W	None	FL/SP	
Hosp 285	Management of Human Resources for the Hospitality Industry	3	T	None	SP	
	Total Semester Hours:	15				
For more information	Department Chairperson	William O'Connor			815-280-2404	
	Program Coordinator	Catherine Anderson			815-280-2345	

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.

First Semester

Course Title Credit Hours Mode of Delivery Prerequisites Terms offered Notes

Total Semester Hours

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.