

**NEW MEXICO JUNIOR COLLEGE  
BUSINESS CERTIFICATE:  
GENERAL MANAGEMENT / SUPERVISION**



NAME: \_\_\_\_\_

A# : \_\_\_\_\_

**CERTIFICATE REQUIREMENTS - 34 Credit Hours**

COURSE	TITLE	CREDITS	SEMESTER	GRADE	COURSE	TITLE	CREDITS	SEMESTER	GRADE
AC 114	Principles of Accounting I	4			BU 223A	Principles of Marketing	3		
BU 113	Introduction to Business	3			BU 223B	Human Resource Management	3		
EN 113	Composition & Rhetoric	3			CS 123D	Computer Applications	3		
BU 213	Principles of Management	3			MA	Math Elective	3		
BU 213G	Supervision	3			PS 213B	Human Relations	3		
BU 223	Business Communications	3							

**Total credit hours required for Business Certificate in General Management / Supervision: 34**

**Total Credit Hours Acquired:** \_\_\_\_\_

**Cumulative GPA:** \_\_\_\_\_

*All courses must be completed with a "C" or better.*

*The student must have a cumulative grade point average of at least 2.0.*

*A minimum of 15 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.*

*Transitional and / or developmental courses do not fulfill any of the above requirements.*

*Students will not be permitted to graduate if they have unresolved incomplete (I) grades on their academic record.*

Student Signature: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_

Registrar's Office: \_\_\_\_\_

Official Degree Plan Filing Date: \_\_\_\_\_

**Although college officials will give every assistance possible, it is the final responsibility of the student to check all phases of his or her degree.**

Updated August 2015