

NEW MEXICO JUNIOR COLLEGE
BUSINESS CERTIFICATE:
GENERAL MANAGEMENT / SUPERVISION
Degree Plan



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 243	Business & Professional Communications	3							

Total credit hours required for this certificate: 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.

Although college officials will provide assistance, it is the final responsibility of the student to check all phases of his or her degree completion.

Updated March 2018

When the student has fulfilled all requirements of the degree plan (or will fulfill this semester) the advisor should verify completion (by reviewing the student's transcript), sign and date this section, and notify the Registrar via email.

Advisor's Signature *

Date:

Degree is not official until final confirmation by the Registrar.

This section for Registrar's use:

Official Degree Conferral Date

Diploma Print Date

Office Signature *

**Typing of the signature by the advisor, registrar or registrar's designee will act as the official signature on this document.*