

# NEW MEXICO JUNIOR COLLEGE

## BUSINESS CERTIFICATE: ACCOUNTING

Degree Plan



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

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

### CERTIFICATE REQUIREMENTS - 36 Credit Hours

COURSE	TITLE	CREDITS	SEMESTER	GRADE		COURSE	TITLE	CREDITS	SEMESTER	GRADE
AC 114	Principles of Accounting I	4				BU 243	Business & Professional Communications	3		
AC 124	Principles of Accounting II	4				CS 123D	Computer Applications	3		
AC 213A	Spreadsheets and Payroll	3				CS 224	Introduction to Spreadsheets	4		
AC 223B	Computerized Accounting	3				EC 213	Principles of Economics (Macro)	3		
AC 233A	Income Tax I	3					Math Elective	3		
BU 113F	Business Calculating Machines	3								

Total credit hours required for this Certificate: **36**

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.*