

NEW MEXICO JUNIOR COLLEGE

BUSINESS CERTIFICATE: ACCOUNTING



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 223 | Business 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 Business Certificate in Accounting: 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.

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 March 2018