

NEW MEXICO JUNIOR COLLEGE

BUSINESS CERTIFICATE GENERAL MANAGEMENT/SUPERVISION



CERTIFICATE REQUIREMENTS - 33 Credit Hours

COURSE	TITLE	CREDITS	SEMESTER	GRADE
ACCT 2110 (AC 114)	Principles of Accounting I	3		
BUSA 1110 (BU 113)	Introduction to Business	3		
ENGL 1110 (EN 113)	Composition I	3		
MGMT 2110 (BU 213)	Principles of Management	3		
BU 213G	Supervision	3		
BU 243	Business & Professional Communications	3		
MKTG 2110 (BU 223A)	Principles of Marketing	3		
BU 223B	Human Resource Management	3		
BCIS 1110 (CS 123D)	Fundamentals of Information Literacy & Systems (Computer Applications)	3		
	Math Elective (not MATH 1215 or MA 113A)	3		
PSYC 2430 (PS 213B)	Human Relations	3		

Total Credit Hours Acquired:

Total credit hours required for Certificate in BU-GEN MGT & SUPERVISION: 33

Cumulative GPA:

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.