

# 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 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 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