

**NEW MEXICO JUNIOR COLLEGE
BUSINESS CERTIFICATE:
GENERAL MANAGEMENT / SUPERVISION**



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 Business Certificate in General Management / Supervision: 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.

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 August 2015