

**Business Management - Professional Practice Manager
Certificate of Proficiency
Program Number 177**

Student Name: _____

Catalog Year: 2003-2004

Soc. Sec. Number: _____

Course Number	Required Course	Credits Required	Credits Earned	Planning
Core Courses				
BMGT-113	Technology Issues for the Non-Technical Manager	3		
BMGT-116	Managing Business Data	3		
MAMT-131	Supervisory Development	3		
MAMT-240	Personnel Management	3		
Elective Courses, Select 4 credits				
ACCT-114	Managing Finances with QuickBooks	1		
BMGT-114	Website Management for the Non-Technical Manager	1		
BMGT-115	Dealing with Government Regulations for Business	1		
BMGT-117	Managing Successful Client Interactions	1		
MAMT-102	Small Business Management	3		

NOTES:

Advisor: _____

Date: _____

GPA: _____

Students are responsible for fulfilling all graduation requirements, including a 2.0 cumulative GPA in all coursework completed at HCC 062701