

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

Student Name: _____

Catalog Year: 2004-2005

Soc. Sec. Number: _____

Student ID 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		
BMGT 141	Supervisory Development	3		
BMGT 240	Human Resource Management	3		
Elective Courses, Select 4 credits		4		
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		
BMGT 120	Small Business Management	3		

NOTES:

Advisor: _____

Date: _____

GPA: _____