

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

Student Name: \_\_\_\_\_

Catalog Year: 2005-2006

Student ID Number: \_\_\_\_\_

Course Number	Required Course	Credits Required	Credits Earned	Planning
<b>Core Courses</b>				
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		
<b>Elective Courses, Select 4 credits</b>		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: \_\_\_\_\_