



## 32 Credit Hour Certificate – Management Certified Veterinary Practice Manager (CVPM)

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Date: \_\_\_\_\_

The [Certified Veterinary Practice Manager \(CVPM\) Certification](#) through the Veterinary Hospital Managers Association (VHMA) is a credential available to professionals in the field of veterinary clinic management. It requires eighteen college credit hours in specific areas along with work experience and other requirements. The CVPM formal education requirement can be met through the completion of the required courses listed below. Students should also choose from the directed electives to complete MACC's 32 credit hour certificate in Management.

Taken	Course	Required Courses	Hours
	BUS100	Introduction to Business	3
	BUS112	Principles of Management	3
	BUS113	Human Resource Management	3
	BUS120	Business Law	3
	MKT105	Principles of Marketing	3
	VTT100 <b>and</b> VTT114 <b>or</b> BUS260	Introduction to Veterinary Technology <b>and</b> Veterinary Hospital Management <b>or</b> ^Management Capstone	3
		Directed Electives (See Below)	14
			<b>32</b>
<b>Directed Electives (14 credit hours needed)</b>			
	ACC101	Accounting I	3
	ACC102	^Accounting II	3
	ACC110	Personal Finance	3
	BUS152 <b>or</b> MTH140 <b>or</b> MTH142 <b>or</b> MTH160 <b>or</b> MTH190	^Business Math – <b>Spring Only</b> <b>or</b> ^College Algebra <b>or</b> ^Quantitative Reasoning <b>or</b> ^Elementary Statistics <b>or</b> ^Calculus for Business and Life Sciences	3
	BUS150	^Business Communication (if not taken as a required course)	3
	BUS165	Presentation Skills Using Microsoft PowerPoint – <b>Fall Only</b>	3
	BUS260	^Business Administration Capstone	3
	BUS261	Spreadsheet Applications Using Microsoft Excel – <b>Fall Only</b>	3
	BUS295 <b>or</b> SKL250	^Business Administration Internship <b>or</b> ^Employment Seminar	1-2
	ECN101	Macroeconomics	3
	ECN102	^Microeconomics	3
	LAL101	^Composition I	3
	SKL101	College Orientation	1
	SPK101 <b>or</b> SPK120	Public Speaking <b>or</b> Interpersonal Communications	3
	VTT100	Introduction to Veterinary Technology (if not taken as a required course)	2
	VTT114	Veterinary Hospital Management (if not taken as a required course)	1
		Minimum Required Hours for Certificate	<b>32</b>

\*Certificate is granted upon successful completion of all required courses plus directed elective courses totaling a minimum of 32 credit hours.

^Please refer to the course descriptions for pre/co-requisite and placement information. You can only register for these courses if you have met the prerequisite, placed into the course and/or enroll in the co-requisite course(s).