

**Administrative Management  
Certificate of Proficiency – Level One**

Texas Southmost College  
Health Care, Career and Technical Education Division

A certificate in Administrative Management prepares students for positions such as administrative assistants and office specialists in every type of business and organization. It also prepares students to assume supervisory responsibilities.

<b>FIRST SEMESTER</b>	<b>CREDIT HOURS</b>
ACNT 1303 Introduction to Accounting I.....	3
BMGT 1325 Office Management.....	3
POFT 1319 Records and Information Management I.....	3
<b>SECOND SEMESTER</b>	
BMGT 1301 Supervision .....	3
MRKG 1311 Principles of Marketing .....	3
POFI 2301 Word Processing .....	3

**TOTAL CREDIT HOURS FOR GRADUATION - 18**

TSI Requirement (Texas Success Initiative - any other state-approved test) – Student must take all three section of state-approved test to graduate with this degree.

Student must graduate within six (6) years from the academic year of entrance or may be placed under the provisions of a later catalog.

A minimum grade of “C” must be obtained in each (ACNT, BMGT, POFT, MRKG, POFI) course required in the certificate plan.