

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

Texas Southmost College  
Health Care, Career and Technical Education Division

A certificate in Office Management provides students with software and management skills.

**FIRST SEMESTER**

BCIS 1305 Business Computer Applications.....	3
BMGT 1325 Office Management .....	3
POFI 2301 Word Processing .....	3
POFT 1319 Records and Information Management I .....	3

**SECOND SEMESTER**

BMGT 1341 Business Ethics .....	3
MRKG 1301 Customer Relationship Management.....	3
ITSW 1310 Introduction to Presentation Graphic Software.....	3

**TOTAL CREDIT HOURS FOR GRADUATION - 21**

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

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