

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

Texas Southmost College
Division of Humanities

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.

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

SECOND SEMESTER	
BMGT 1341 Business Ethics	3
MRKG 1301 Customer Relationship Management	3

TOTAL CREDIT HOURS FOR GRADUATION - 18

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