

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

Texas Southmost College
Division of Humanities

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

FIRST SEMESTER

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| 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

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| 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

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