

**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.

FIRST SEMESTER	CREDIT HOURS
ACNT 1303 Introduction to Accounting I.....	3
BMGT 1325 Office Management.....	3
POFT 1319 Records and Information Management I.....	3
SECOND SEMESTER	
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.