Administrative Management
Certificate of Proficiency–Level One

CERT1.ADMG
2023-2024

Texas Southmost College
Division of Business, Engineering, Architecture, and Technology

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.

Recommended Course Sequence

Core Courses	Credits	Suggested Semester
BCIS 1305 Business Computer Applications	3	Fall
BMGT 1325 Office Management	3	Fall
POFT 1319 Records and Information Management I	3	Fall
POFI 2301 Word Processing	3	Fall
BMGT 1341 Business Ethics	3	Spring
MRKG 1301 Customer Relationship Management	3	Spring
Total Credit Hours for Graduation	**18**	

Check course core designation at the Class Availability website.

This information is provided as an example only. You will develop a personalized plan with your Success Coach and faculty advisor/mentor that reflects your goals and interests. You are required to meet with an advisor each semester to ensure you are on track for graduation. This document does not contain all the information you need to stay on track for graduation.

Program Student Learning Outcomes

Program Student Learning Outcomes (PSLO) are statements that specify what students will know, be able to do or be able to demonstrate when they have completed the program.

1. Graduates will apply software skills to create business documents.
2. Graduates will identify behaviors of effective management styles.
3. Graduates will write business documents by selecting appropriate writing techniques.

*A minimum grade of "C" must be obtained in each ACNT, BMGT, POFT, MRKG and POFL course required in the certificate plan.