

Certificate of Proficiency – Level One

TEXAS SOUTHMOST COLLEGE  
Health Care, Career and Technical Education Division

*A certificate in Office Management prepares students for a variety of positions in an office environment. This program provides software and technology skills necessary to succeed in today’s business world.*

<b>FIRST SEMESTER</b>	<b>CREDIT HOURS</b>
<a href="#">ITSC 1409</a> Integrated Software Applications I <b>OR</b> .....	3
<a href="#">POFT 1329</a> Beginning Keyboarding <b>OR</b> <a href="#">BCIS 1305</a> Business Computer Applications	
<a href="#">BMGT 1301</a> Supervision.....	3
<a href="#">HRPO 1311</a> Human Relations.....	3
<a href="#">POFI 2301</a> Word Processing.....	3
<a href="#">BMGT 1325</a> Office Management.....	3
<a href="#">POFT 1319</a> Records and Information Management I.....	3
<b>SECOND SEMESTER</b>	
<a href="#">ACNT 1303</a> Introduction to Accounting I.....	3
<a href="#">POFT 1325</a> Business Math and Machine Applications.....	3
<a href="#">POFI 1349</a> Spreadsheets.....	3
<a href="#">HRPO 2301</a> Human Resource Management.....	3
<a href="#">ITSW 1307</a> Introduction to Database.....	3
<a href="#">MRKG 1311</a> Principles of Marketing.....	3

**TOTAL CREDIT HOURS FOR GRADUATION – 36 - 37**

Please review the requirements listed on this page. This degree is active for six (6) years from the catalog year above. All students must comply with Texas Success Initiative (TSI) requirements.