

**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.

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

<b>SECOND SEMESTER</b>	
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.