

**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

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

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, and MRKG course required in the certificate plan.