



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

Program Courses	Credits	Suggested Semester
BCIS 1305* Business Computer Applications	3	Fall/Year 1
BMGT 1325* Office Management	3	Fall/Year 1
POFI 2301* Word Processing	3	Fall/Year 1
POFT 1319* Records and Information Management I	3	Fall/Year 1
BMGT 1341* Business Ethics	3	Spring/Year 1
MRKG 1301* Customer Relationship Management	3	Spring/Year 1
Total Credit Hours for Graduation	18	

*Grade of “C” or better is required for graduation.

†Students may take any course within this category of the TSC General Education Core Curriculum.

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 apply supervisory responsibilities.
3. Graduates will identify behaviors of effective management styles.
4. Graduates will write business documents by selecting appropriate writing techniques.

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.