

## Certificate of Proficiency – Level One

TEXAS SOUTHMOST COLLEGE  
Health Care, Career and Technical Education Division

*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.*

### FIRST SEMESTER

### CREDIT HOURS

<a href="#">ACNT 1303</a> Introduction to Accounting I.....	3
<a href="#">BMGT 1325</a> Office Management.....	3
<a href="#">POFT 1319</a> Records and Information Management I.....	3

### SECOND SEMESTER

<a href="#">BMGT 1301</a> Supervision.....	3
<a href="#">HRPO 2301</a> Human Resource Management.....	3
<a href="#">MRKG 1311</a> Principles of Marketing.....	3

### TOTAL CREDIT HOURS FOR GRADUATION- 18

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.