

**Office Management
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.

FIRST SEMESTER

BCIS 1305 Business Computer Applications	3
BMGT 1301 Supervision	3
HRPO 1311 Human Relations	3
POFI 2301 Word Processing	3
BMGT 1325 Office Management	3

SECOND SEMESTER

ITSW 1307 Introduction to Database	3
POFT 1319 Records and Information Management I.....	3
ITSW 1310 Introduction to Presentation Graphic Software.....	3
ACNT 1303 Introduction to Accounting I	3
HRPO 2301 Human Resources Management.....	3

THIRD SEMESTER

MRKG 1311 Principles of Marketing.....	3
POFI 1349 Spreadsheets	3

TOTAL CREDIT HOURS FOR GRADUATION - 36

TSI Requirement (Texas Success Initiative - any other state-approved test) - Student must take all three sections of state-approved test to graduate with this degree.

Students must graduate within six (6) years from the academic year of entrance or may be placed under the provisions of a later catalog.

A minimum grade of "C" must be obtained in each (BCIS, BMGT, HRPO, POFI, ITSW, POFT, ACNT, MRKG) course required in the certificate plan.