MICROSOFT CERTIFIED SPECIALIST

Certificate of Proficiency – Level One

TEXAS SOUTHMOST COLLEGE
Health Care, Career and Technical Education Division

A certificate in Microsoft Application Specialist is an excellent way to demonstrate proficiency in Microsoft Office software applications. Microsoft Office Specialist certification, the premier Microsoft desktop productivity certification, is a globally recognized standard that validates computer desktop skills. The Microsoft Office Specialist program is meeting the demand for "job-ready" people in the global workplace.

FALL		Credit Hours
BCIS 1305	Business Computer Applications……………………………………………………………………………..	3
POFI 1349	Spreadsheets…………………………………………………………………………………………………..	3
ITSW 1307	Introduction to Database (Microsoft Access)……………………………………………………………	3
ITSW 1310	Introduction to Presentation Graphic Software……………………………………………………..	3

SPRING		
POFI 2301	Word Processing……………………………………………………………………………………………..	3

FALL		
ITSW 2334	Advance Spreadsheets…………………………………………………………………………………….	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.