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.

FIRST SEMESTER   **CREDIT HOURS**
BCIS 1305 Business Computer Applications 3
POFI 1349 Spreadsheets...3
ITSW1307 Introduction to Database 3
ITSW 1310 Introduction to Presentation Graphics Software 3

SECOND SEMESTER
POFI 2301 Word Processing 3

THIRD SEMESTER
ITSW 2334 Advanced Spreadsheets…………………………………………………………………… 3

TOTAL CREDIT HOURS FOR GRADUATION - 18

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 two (2) 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 course required in the certificate plan.