

**Microsoft Certified Specialist
Certificate of Proficiency – Level One**

Texas Southmost College
Division of Science, Technology, Engineering & Mathematics

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 |
| ITSW 1307 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 | |

A minimum grade of “C” must be obtained in each course required in the certificate plan.