A certificate in Microsoft Certified 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**

- **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**

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, POFI, ITSW) course required in the certificate plan.