

**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.

| <b>FIRST SEMESTER</b>  | <b>CREDIT HOURS</b> |
|--|---------------------|
| BCIS 1305 Business Computer Applications .....                 | 3                   |
| POFI 1349 Spreadsheets.....                                    | 3                   |
| ITSW1307 Introduction to Database .....                        | 3                   |
| ITSW 1310 Introduction to Presentation Graphics Software ..... | 3                   |
| <b>SECOND SEMESTER</b>   |                     |
| POFI 2301 Word Processing .....                                | 3                   |
| <b>THIRD SEMESTER</b>  |                     |
| ITSW 2334 Advanced Spreadsheets.....                           | 3                   |
| <b>TOTAL CREDIT HOURS FOR GRADUATION - 18</b>                  |                     |

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.