

**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.