## 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.

FALL			Credit Hours
BCIS	1305	Business Computer Applications	3
<u>POFI</u>	1349	Spreadsheets	3
<b>ITSW</b>	1307	Introduction to Database (Microsoft Access)	3
<b>ITSW</b>	1310	Introduction to Presentation Graphic Software	3
SPRIN POFI	_	Word Processing	. 3
FALL ITSW	2334	Advance Spreadsheets	3

## TOTAL CREDIT HOURS FOR GRADUATION -18

Please review the requirements listed on this page. This degree is active for six (6) years from the catalog year above. All students must comply with Texas Success Initiative (TSI) requirements.

Source: Academic Affairs advising@tsc.edu

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