

**BUSINESS**

**GUIDED PATHWAY: BUSINESS OFFICE SYSTEMS AND SUPPORT–SOFTWARE APPLICATION SPECIALIST CERTIFICATE**

For more information, visit [www.dcccd.edu/BOSS](http://www.dcccd.edu/BOSS) and your academic advisor at your college.

This is an example course sequence for students interested in pursuing the Software Application Specialist Certificate. It does not represent a contract, nor does it guarantee course availability. Following this pathway will help you earn a Software Application Specialist Certificate <sup>ii</sup>. Courses from this certificate may apply to the related AAS degree. Gainful employment information for this certificate can be found at [https://www1.dcccd.edu/catalog/programs/degree\\_gei.cfm?a=340](https://www1.dcccd.edu/catalog/programs/degree_gei.cfm?a=340).

For official certificate requirements, [click here](#).

The Software Application Specialist Certificate provides a benchmark for students to measure their computer skills using Microsoft Office software. Microsoft Office Specialist (MOS) Certifications which provide students valuable credentials and a competitive edge is available for those who master required competencies. Courses that complete the Software Application Specialist (SC1) Certificate are noted below.

Students pursuing this certificate are waived from the [Texas Success Initiative \(TSI\)](#) standards, but must meet course prerequisites.



Offered at  
BHC, EFC, ECC, NLC, & RLC

**SEMESTER-BY-SEMESTER MAP FOR FULL-TIME STUDENTS <sup>iii</sup>**

*ALL PLANS CAN BE MODIFIED TO FIT THE NEEDS OF PART-TIME STUDENTS*

SC1	SEMESTER 1	ACTION ITEMS
◆	POFI 2301 – Word Processing	<input type="checkbox"/> Meet with your advisor to confirm academic and career goals before the end of the semester. <input type="checkbox"/> Meet with a career advisor or coach to research your career options and opportunities for job shadowing. <input type="checkbox"/> Meet with your advisor to apply for the Software Application Specialist (SC1) Certificate Completion.
◆	POFI 1349 – Spreadsheets	
◆	ITSW 1407 – Introduction to Database	
◆	POFT 1328 – Business Presentations	
◆	POFI 2331 – Desktop Publishing	
	<b>OR</b>	
◆	POFI 2340 – Advanced Word Processing	
	<b>OR</b>	
	ITSC 1315 – Project Management Software	

**TOTAL SEMESTER CREDIT HOURS: 16**

**CERTIFICATE MINIMUM: 16 SEMESTER CREDIT HOURS | PATHWAY TOTAL: 16 SEMESTER CREDIT HOURS**

THIS PATHWAY WAS LAST UPDATED ON JULY 24.

<sup>i</sup> Degree plans may change in later catalogs. You may use this pathway if you entered one of the seven colleges on or before this date.

<sup>ii</sup> Students must earn at least 25% of the credit hours required for graduation through instruction by the DCCCD college awarding the certificate.

<sup>iii</sup> This is not an official degree plan. For official certificate requirements, [click here](#).