

GUIDED PATHWAY: SOFTWARE APPLICATION SPECIALIST CERTIFICATE

BUSINESS, HOSPITALITY and GLOBAL TRADE CAREER PATH



For more information, visit the [Dallas College Business Office Systems and Support webpage](http://www.dcccd.edu/BOSS) [www.dcccd.edu/BOSS] and your academic advisor at your campus.

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. Courses from this certificate may apply to the related A.A.S. degree. Students must earn at least 25% of the credit hours required for graduation through instruction by Dallas College. See catalog for [official certificate requirements](#).

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 Certificate are noted below.

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

Catalog Year	2020-2021	You may use this pathway if you entered Dallas College on or before this date.
Degree Type	Level I Certificate	
GPA Requirement	Student must earn a GPA of 2.0 or higher	
TSI	May be Exempt	

SEMESTER-BY-SEMESTER MAP FOR FULL-TIME STUDENTS

All plans can be modified to fit the needs of part-time students. This is not an official degree plan. See catalog for [official certificate requirements](#).

CERTIFICATE MINIMUM: 16 SEMESTER CREDIT HOURS

SEMESTER 1	Total Hours: 16
------------	-----------------

[POFI 2301](#) – Word Processing

[POFT 1328](#) – Business Presentations

[POFI 1349](#) – Spreadsheets

[ITSW 1407](#) – Introduction to Database

CHOOSE ONE: [POFI 2331](#) – Desktop Publishing

[POFI 2340](#) – Advanced Word Processing **OR**

[ITSC 1315](#) – Project Management Software

SEMESTER 1 ACTION ITEMS

1. Meet with your advisor to confirm academic and career goals before the end of the semester.
2. Meet with a career advisor or coach to research your career options and opportunities for job shadowing.
3. Meet with your advisor to apply for the Software Applications Specialist Certificate.

PATHWAY TOTAL: 16 SEMESTER CREDIT HOURS