

MIS SOFTWARE APPLICATIONS SPECIALIST CERTIFICATE

The Management Information Systems (MIS) Software Application Specialist certificate will prepare students to become a Certified Microsoft® User. A Certified Microsoft® User is someone who has demonstrated a mastery-level performance on a particular Microsoft® software application by successfully passing an examination. Certification exams are “performance based” so that the testing occurs on the software application rather than by answering questions about the application. Certification provides a valuable industry credential, which proves that an individual has the skills required of a proficient or expert user.

- Degree Type: Certificate
- All required courses available online
- ITSC, ITNW, ITSY, ITMT, ITSE courses are offered only online
- TSI (coursecatalog.tvcc.edu/admission-registration/testing/tsi-testing-requirements/): not required
- Capstone course: ITSW-1381 Coop Education, Data Processing Technology/Technician or ITSC-2335 Application Software Problem Solving

This leads to the Computer Science Management Information Systems AAS degree.

Course	Title	Hours
Term One		
ITSW-1304	Introduction to Spreadsheets	3
BCIS-1305	Business Computer Applications	3
ITSC-1305	Introduction to PC Operating Systems	3
POFI-2301	Word Processing	3
	Hours	12
Term Two		
ITSW-1307	Introduction to Database	3
ITSW-1381 or ITSC-2335	Coop Education, Data Processing Technology/Technician or Application Software Problem Solving	3
ITSE-1346	Database Theory and Design	3
	Hours	9
	Total Hours	21

Note: Certification exams are available for these Microsoft® Office Programs: Word, Excel, Access and PowerPoint.