

# Certification Options

## BOSS Software Application Courses for Certification

- POFI 2301 Word
- POFI 1349 Excel
- POFT 1328 PowerPoint
- ITSW 1407 Access
- POFI 1104 Outlook

## Microsoft Office 2003 Certification

- Word or Word Expert
- Excel or Excel Expert
- PowerPoint
- Access
- Outlook

# Microsoft Office Testing Center

- Exams are by appointment only.
- The average cost nationwide is \$75. Richland charges \$45 per exam. Vouchers are accepted.
- Vouchers (including a free re-take) are bundled with all textbooks for software courses at Richland.
- To schedule an exam call 972-238-6215.
- Before the exam register at [www.certipoint.com](http://www.certipoint.com)
- Check in 10 minutes before the exam in room B001A.
- Bring your voucher or fee receipt from the Cashier in Thunderduck Hall and a picture ID.

## Business Office Systems & Support

12800 Abrams Road • Dallas, TX 75243  
Phone: 972-238-6215 • Fax: 972-238-6092  
E-mail: [bjones@dccd.edu](mailto:bjones@dccd.edu)  
[www.richlandcollege.edu/BOSS](http://www.richlandcollege.edu/BOSS)



Richland College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

[www.richlandcollege.edu/BOSS](http://www.richlandcollege.edu/BOSS)

# Enhance Your Education with Microsoft Office Certification



**Credit software classes are offered day, evening and online.**



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# Business Office Systems & Support (BOSS)

## Software Application Specialist Certificate

- POFI 2301 Word Processing
- POFI 1349 Spreadsheets
- ITSW 1407 Introduction to Database
- POFT 1328 Business & Professional Presentations
- POFI 2331 Desktop Publishing OR
- POFI 2340 Advanced Word Processing



Students who previously passed specific Microsoft Office Specialist certification exams will be eligible to receive credit for equivalent POFI courses. Contact the BOSS Program for details.

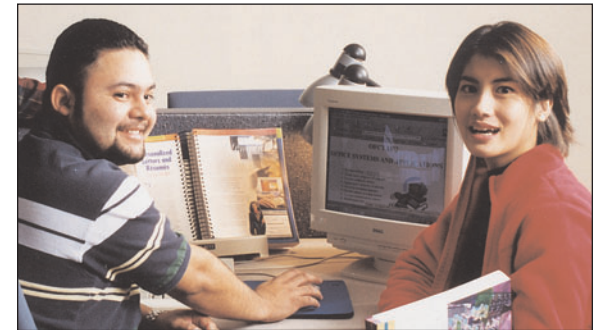


## Microsoft Office Specialist Exam Tips

- The exam is timed for 55 minutes.
- Exam questions include detailed instructions. In most cases, scoring is based on the result of your work versus the route to complete the task.
- Your score is based only on the tasks you are asked to complete. Doing anything more or less than the assigned task may adversely affect your score.
- Typographical errors DO count against you.
- Most questions are comprised of one or more tasks, which are scored individually.
- Exam results are displayed at the end of the exam. Certiport mails certificates to successful candidates in approximately 2-3 weeks.
- Exams may be retaken for the same fee of \$45 per exam. Refunds are not issued if the exam is not passed.

## Personal Computer Help Desk/User Support Technician Certificate

- ITSC 1401 Introduction to Computers OR BCIS 1405 OR COSC 1401
- ITSW 1401 Introduction to Word Processing
- ITSC 1405 Introduction to PC Operating Systems
- ITSW 1404 Spreadsheets
- ITSW 1407 Introduction to Database
- ITSC 2439 Personal Computer Help Desk



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