

Student Name _____

Student ID _____

The Microsoft Office User Specialist Certificate is designed to provide students with skills necessary to be proficient in the most common office software applications used in businesses today: Microsoft Office. Official Microsoft Office User Specialist (MOUS) credentialing is also an option. Upon successful completion of each listed course, students will be prepared to sit for the corresponding core and/or expert level MOUS exam.

Requirements	Credit Hours	Complete	In Progress	Still Needed	Comments
CSA 111: Keyboarding	1				
CSA 133: Microsoft Publisher	1				
CSA 138: Excel for Windows	1				
CSA 139: Microsoft Access	1				
CSA 140: Microsoft Word	1				
CSA 141: Advanced Word	1				
CSA 142: Presentation Graphics Using PowerPoint	1				
CSA 143: FrontPage	2				
CSA 238: Advanced Excel	1				
Total Minimum Credit Hours	10				

Updated 4/2/07em

Counselor/Advisor Signature: _____ **Date:** _____