

**Office Technology – Office Assistant  
Certificate of Proficiency  
Program Number 44**

Student Name: \_\_\_\_\_

Catalog Year: 2003-2004

Soc. Sec. Number: \_\_\_\_\_

**REQUIREMENTS**

Course Number	Required Course	Credits Required	Credits Earned	Planning
CMSY 102	Beginning Word Processing	1		
CMSY 132	Introduction to Windows	1		
OFFI 100	Office Machines	1		
ACCT 111	Principles of Accounting I	3		
OFFI 177	Grammar for Your Job	2		
CMSY 101	Beginning Spreadsheets	1		
CMSY 103	Beginning Databases	1		
CMSY 116	Power Point	1		
OFFI 279	Keyboarding	1		
CMSY 126	Introduction to the Internet	1		
BMGT 178	Business Writing	1		
CMSY 104	Advanced Word Processing	1		
OFFI 102	Editing Skills for Word Processors	3		
OFFI 275	Office Simulation	3		
CMSY 117	Advanced Spreadsheets	1		
CMSY 118	Advanced Databases	1		
CMSY 127	Microsoft Outlook	1		

**NOTES:**

Advisor: \_\_\_\_\_

Date: \_\_\_\_\_

GPA: \_\_\_\_\_