

**Office Technology – Office Automation Specialist
Letter of Recognition
Program Planning Sheet**

Student Name: _____

Catalog Year: 2004-2005

Soc. Sec. Number: _____

Student ID Number: _____

Course Number	Required Course	Credits Required	Credits Earned	Planning
CMSY 101	Beginning Spreadsheets	1		
CMSY 102	Beginning Word Processing	1		
CMSY 103	Beginning Databases	1		
CMSY 116	PowerPoint	1		
CMSY 126	Introduction to the Internet	1		
CMSY 132	Introduction to Windows	1		
CMSY 104	Advanced Word Processing	1		
CMSY 117	Advanced Spreadsheets	1		
CMSY 118	Advanced Databases	1		
CMSY 127	Microsoft Outlook	1		
CMSY 136	Integrated Software Applications	1		

NOTES:

Advisor: _____

Date: _____

GPA: _____