

**Office Technology - Microsoft Office Specialist (MOS)  
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 127	Microsoft Outlook	1		
CMSY 103	Beginning Databases	1		
CMSY 104*	Advanced Word Processing	1		
CMSY 116	PowerPoint	1		
CMSY 117*	Advanced Spreadsheets	1		

**\*Instead of these four courses, students may take CMSY 177 Microsoft Office User Proficient and CMSY 277 Microsoft Office User Expert.**

**NOTES:**

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

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

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