

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

Student Name: _____

GPA _____

Catalog Year: 2006-2007

Student ID Number: _____

Advisor _____

Date _____

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 116 | Power Point | 1 | | |
| CMSY 126 | Introduction to the Internet | 1 | | |
| CMSY 101 | Beginning Spreadsheets | 1 | | |
| CMSY 103 | Beginning Databases | 1 | | |
| OFFI 279 | Keyboarding | 1 | | |
| BMGT 178 | Business Writing | 1 | | |
| CMSY 104 | Advanced Word Processing | 1 | | |
| OFFI 102 | Editing Skills | 3 | | |
| OFFI 275 | Office Simulation | 3 | | |
| CMSY 117 | Advanced Spreadsheets | 1 | | |
| CMSY 118 | Advanced Databases | 1 | | |
| CMSY 127 | Microsoft Outlook | 1 | | |

NOTES: