

**Microsoft Office Specialist (MOS)  
Letter of Recognition  
Program Planning Sheet**

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

GPA \_\_\_\_\_

Catalog Year: 2007-2008

Student ID Number: \_\_\_\_\_

Advisor \_\_\_\_\_

Date \_\_\_\_\_

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 104	Advanced Word Processing	1		
CMSY 116	PowerPoint	1		
CMSY 117	Advanced Spreadsheets	1		
CMSY 127	Microsoft Outlook	1		

**NOTES:**