

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

Student Name: _____

GPA _____

Catalog Year: 2008-2009

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		

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