

**Microsoft Certified Applications Specialist (MCAS)
(Formerly MOS)
Letter of Recognition
Program Planning Sheet**

Student Name: _____

GPA _____

Catalog Year: 2009-2010

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 118	Advanced Databases	1		
CMSY 127	Microsoft Outlook	1		
		Credit requirement		8

NOTES: