

**Office Technology – Office Automation Specialist
Letter of Recognition
Program Planning Sheet**

Student Name: _____

Catalog Year: 1998-1999

Soc. Sec. Number: _____

Course Number	Required Course	Credits Required	Credits Earned	Planning
CS 101	Beginning Spreadsheets	1		
CS 102	Beginning Word Processing	1		
OT 279	Keyboarding	1		
CS 103	Beginning Database	1		
CS 104	Advanced Word Processing	1		
CS 116	Powerpoint	1		
CS 132	Introduction to Windows	1		

NOTES:

Advisor: _____

Date: _____

GPA: _____