

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

Student Name: _____

Catalog Year: 1999-2000

Soc. Sec. Number: _____

Course Number	Required Course	Credits Required	Credits Earned	Planning
CMSY 101	Beginning Spreadsheets	1		
CMSY 102	Beginning Word Processing	1		
CMSY 126	Introduction to the Internet	1		
OFFI 279	Keyboarding	1		
CMSY 103	Beginning Database	1		
CMSY 104	Advanced Word Processing	1		
CMSY 116	Powerpoint	1		
CMSY 117	Spreadsheet Projects	1		
CMSY 132	Introduction to Windows	1		
CMSY 118	Database Projects	1		
CMSY 119	Word Processing Projects	1		
CMSY 136	Integrated Software Applications	1		

NOTES:

Advisor: _____

Date: _____

GPA: _____