MICROSOFT OFFICE SOFTWARE AND PERSONAL COMPUTER COLLEGE CREDIT COURSE WORK *

Henry Ford Community College (HFCC) Dearborn, Michigan			
Microsoft Software Course	Credits	Grade	Semester
Windows OS : MS Windows 98	2	A	Winter 1997
Internet Web Pages : MS FrontPage 98	2	A	Winter 2000
Presentation Graphics : MS PowerPoint	2	A	Winter 2004
Spreadsheet Applications : MS Excel	3	A	Winter 2005
Word Processing: MS Word	3	A	Winter 2007
Database Management : MS Access	3	A	Spring 2008
Other HFCC PC Related Courses	Credits	Grade	Semester
Desktop Publishing	4	A	Spring 1990
Microcomputer and DOS	2	A	Spring 1991
PC Hardware & Software Install	2	A	Winter 2003

Paul V. Sheridan
22357 Columbia Street
Dearborn, MI 48124
313-277-5095

* Also familiar with WordPerfect, Adobe CS2, MS Project, MS Visio, and many other specialized PC and MS Windows applications. Currently use Windows XP SP2.

May 28, 2008

MR PAUL SHERIDAN
22357 COLUMBIA
DEARBORN MI 48124

Dear Mr. Sheridan :

The criteria for part-time students to achieve Dean's List recognition which is published for the fall and winter semesters is as follows:

> After completion of 12 credits at HFCC, students attending part time are eligible for the Dean's List if they complete at least 6 credits and earn a 3.50 GPA. (Note: All course work must be above the developmental level.)

You have met the above criteria for the 08/WI semester. Please accept my personal congratulations for your outstanding academic achievements.

Your exceptional grade point average 4.00 on a 4.00 grading scale has earned you a place on the Dean's List.

On behalf of the faculty and administration, I commend you for your excellent academic record and extend best wishes for your continued academic success.

Sincerely,

Lisa Jones-Harris

Lisa T. Jones-Harris
Vice President
Student Affairs

LTJH/jkk