

**Office Technology – Office Assistant  
Certificate of Proficiency  
Program Planning Sheet**

Student Name: \_\_\_\_\_

Catalog Year: 2001-2002

Soc. Sec. Number: \_\_\_\_\_

**REQUIREMENTS**

Course Number	Required Course	Credits Required	Credits Earned	Planning
BMGT 102	Records Management	3		
CMSY 102	Beginning Word Processing	1		
CMSY 132	Introduction to Windows	1		
OFFI 100	Office Machines	1		
OFFI 101	Bookkeeping	3		
OFFI 176	English for the Office Professional	3		
OFFI 279	Keyboarding	1		
BMGT 175	Business Communications	3		
CMSY 104	Advanced Word Processing	1		
OFFI 102	Editing Skills for Word Processors	3		
OFFI 171	Formatting Business Documents	2		
OFFI 272	Transcription Skills for Word Processors	2		
OFFI 275	Office Simulation	3		
Electives	Computer Systems Electives	3		

**NOTES:**

Advisor: \_\_\_\_\_

Date: \_\_\_\_\_

GPA: \_\_\_\_\_