

**Office Technology – Word Processing Specialist  
Letter of Recognition  
Program Planning Sheet**

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

Catalog Year: 2001-2002

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

Course Number	Required Course	Credits Required	Credits Earned	Planning
CMSY 102	Beginning Word Processing	1		
OFFI 176	English for the Office Professional	3		
OFFI 279	Keyboarding	1		
OFFI 171	Formatting Business Documents	2		
OFFI 272	Transcription Skills for Word Processors	2		
CMSY 104	Advanced Word Processing	1		
CMSY 119	Word Processing Projects	1		

**NOTES:**

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

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

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