

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

Student Name: _____

Catalog Year: 2003-2004

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: _____