

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

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

Catalog Year: 1998-1999

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

Course Number	Required Course	Credits Required	Credits Earned	Planning
BU 102	Records Management	3		
CS 102	Beginning Word Processing	1		
CS 132	Introduction to Windows	1		
OT 100	Office Machines	1		
OT 101	Bookkeeping	3		
OT 279	Keyboarding	1		
OT 176	English for the Office Professional	3		
BU 175	Business Communications	3		
CS 104	Advanced Word Processing	1		
OT 102	Editing Skills for Word Processors	3		
OT 171	Formatting Business Documents	2		
OT 272	Transcription Skills for Word Processors	2		
OT 275	Office Simulation	3		
OT 289	Office Publishing	3		
OT 299	Word Processing Simulation	2		

**NOTES:**

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

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

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