

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

Student Name: _____

Catalog Year: 1998-1999

Soc. Sec. Number: _____

Course Number	Required Course	Credits Required	Credits Earned	Planning
CS 102	Beginning Word Processing	1		
OT 102	Editing Skills for Word Processors	3		
OT 279	Keyboarding	1		
OT 171	Formatting Business Documents	2		
OT 272	Transcription Skills for Word Processors	2		
CS 104	Advanced Word Processing	1		
OT 289	Office Publishing	3		
OT 299	Word Processing Simulation	2		

NOTES:

Advisor: _____

Date: _____

GPA: _____