

**Office Technology – Legal Office Assistant
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		
CMSY 104	Advanced Word Processing	1		
OFFI 281	Legal Document Preparation	2		
OFFI 280	Legal Transcription and Terminology	3		

NOTES:

Advisor: _____

Date: _____

GPA: _____