

**Office Technology – Legal Office Assistant  
Certificate of Proficiency  
Program Number 45**

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

Catalog Year: 2003-2004

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

| Course Number | Required Course                     | Credits Required | Credits Earned | Planning |
|---------------|-------------------------------------|------------------|----------------|----------|
| BMGT 151      | Business Law I                      | 3                |                |          |
| CMSY 102      | Beginning Word Processing           | 1                |                |          |
| OFFI 100      | Office Machines                     | 1                |                |          |
| ENGL 180      | Vocabulary Development              | 1                |                |          |
| ACCT 111      | Principles of Accounting I          | 3                |                |          |
| OFFI 279      | Keyboarding                         | 1                |                |          |
| OFFI 177      | Grammar for Your Job                | 2                |                |          |
| BMGT 178      | Business Writing                    | 1                |                |          |
| CMSY 104      | Advanced Word Processing            | 1                |                |          |
| OFFI 102      | Editing Skills for Word Processors  | 3                |                |          |
| OFFI 280      | Legal Transcription and Terminology | 3                |                |          |
| OFFI 281      | Legal Document Preparation          | 2                |                |          |

**NOTES:**

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

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

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