

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

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

Catalog Year: 2004-2005

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

Student ID 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	3		
OFFI 280	Legal Transcription and Terminology	3		
OFFI 281	Legal Document Preparation	2		

**NOTES:**

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

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

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