

**Office Technology – Legal Office Assistant
Letter of Recognition
Program Planning Sheet**

Student Name: _____
 Soc. Sec. Number: _____
 Student ID Number: _____

Catalog Year: 2004-2005

Course Number	Required Course	Credits Required	Credits Earned	Planning
CMSY 102	Beginning Word Processing	1		
OFFI 177	Grammar for Your Job	2		
CMSY 104	Advanced Word Processing	1		
OFFI 281	Legal Document Preparation	2		
OFFI 280	Legal Transcription and Terminology	3		

NOTES:

Advisor: _____ Date: _____ GPA: _____