

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

Student Name: _____

GPA _____

Catalog Year: 2008-2009

Student ID Number: _____

Advisor _____

Date _____

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: