

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

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

GPA \_\_\_\_\_

Catalog Year: 2009-2010

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:**