

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

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

Catalog Year: 1999-2000

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

Course Number	Required Course	Credits Required	Credits Earned	Planning
CMSY 102	Beginning Word Processing	1		
OFFI 102	Editing Skills for Word Processors	3		
OFFI 279	Keyboarding	1		
CMSY 104	Advanced Word Processing	1		
OFFI 171	Formatting Business Documents	2		
OFFI 280	Legal Transcription and Terminology	3		
OFFI 281	Legal Document Preparation	2		

**NOTES:**

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

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

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