Training Credential:
Legal Office Specialist

You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 12 of these credit hours must be taken at MMCC.

A minimum of 27 credits is required to complete this program.

**Prerequisites to Program:** CIS 100 (3) Introduction to Information Processing Systems and BIS 140 (3) Beginning Word Processing/Keyboarding OR equivalent.

<table>
<thead>
<tr>
<th>First Semester - 12 credit hours</th>
<th>@Prerequisites</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIS 120 (3) Office Mathematics</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>BIS 142 (3) Intermediate Keyboarding</td>
<td>(b)</td>
<td></td>
</tr>
<tr>
<td>BIS 138 (3) Basic Legal Terminology</td>
<td>(c)</td>
<td></td>
</tr>
<tr>
<td>BIS 164 (3) Business Communication I</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester - 15 credit hours</th>
<th>@Prerequisites</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 153 (3) Business Law</td>
<td>(d)</td>
<td></td>
</tr>
<tr>
<td>BIS 250 (3) Records Management</td>
<td>(e)</td>
<td></td>
</tr>
<tr>
<td>BIS 254 (3) Office Procedures</td>
<td>(f)</td>
<td></td>
</tr>
<tr>
<td>BIS 200 (3) Advanced Word Processing Applications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIS 264 (3) Business Communication II</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

@ PREREQUISITES

a. BIS 140 OR equivalent
b. BIS 140 OR equivalent OR concurrent enrollment, BIS 164 recommended OR concurrent enrollment.
c. Recommend concurrent enrollment in BIS 140 OR BIS 100 OR knowledge of correct keyboarding techniques.
d. BIS 130 OR CIS 100, BIS 140 OR equivalent
e. BIS 140 OR equivalent, BIS 130 OR CIS 100 recommended.
f. BIS 164 OR ENG 111