

**INFORMATION TECHNOLOGY**  
**Office Specialist**  
**Clovis Community College**  
**Certificate of Completion**  
**Catalog 2022-23**

|             |  |         |  |
|-------------|--|---------|--|
| NAME        |  | DATE    |  |
| STUDENT ID# |  | ADVISOR |  |

**Students should take BCIS 1110 before enrolling in CIS 150 or CIS 170.**

*Courses must be completed with a "C" or better*

|  |   |  |
|--|---|--|
| ACCT 2410 Personal Tax Preparation                       | 3 |  |
| BCIS 1110 Fundamentals of Information Literacy & Systems | 3 |  |
| BOFT 102 Computerized 10-key Operations                  | 1 |  |
| BOFT 115 Workplace and Life Essentials                   | 3 |  |
| BUSA 2110* Business Communication                        | 3 |  |
| CIS 106 Windows Fundamentals                             | 1 |  |
| CIS 107 Internet Fundamentals                            | 1 |  |
| CIS 108 Basic Computer Maintenance and Troubleshooting   | 1 |  |
| CIS 140 Introduction to Word Processing                  | 3 |  |
| CIS 150 Introduction to Spreadsheets                     | 3 |  |
| CIS 170 PowerPoint Presentations                         | 1 |  |
| MATH 1130* Survey of Mathematics                         | 3 |  |

**Students who have not completed at least one semester of high school keyboarding or word processing are encouraged to take BOFT 101.**

**TOTAL CREDITS REQUIRED**

**26 CR**

**All Courses requires a "C" or better**

**\*Course requires a prerequisite.**

**(Fifteen semester hours towards degree or certificate must be completed at CCC with a 2.0 cumulative GPA.)**