

MICROSOFT OFFICE SPECIALIST (MOS)
Clovis Community College
Certificates of Achievement
Catalog 2025-2026

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

Microsoft Office Specialist (MOS) (10 CR)

Program Requirements must be completed with a "C" or better

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|----------------------------------|---|--------------|
| BCIS 1220 Intro to MS Word | 3 | |
| BCIS 1215 Intro to MS Excel | 3 | |
| BCIS 1210 Intro to MS Access | 3 | |
| BCIS 1230 Intro to MS PowerPoint | 1 | |
| Total Credits Required | | 10 CR |