INFORMATION TECHNOLOGY
Office Specialist
Clovis Community College
Certificate of Completion
Catalog 2025-2026

NAME		DATE	
STUDENT ID#		ADVISOR	Celia Donofrio

Students should take BCIS 1110 before enrolling in BCIS 1215 or BCIS 1230.
Courses must be completed with a "C" or better

Course	Credits	
ACCT 1410 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	
CIST 1116 Introduction to Windows Operating System	1	
CIST 1117 Introduction to the Internet	1	
BCIS 1111 PC Basics for Home & Office	1	
BCIS 1220 Introduction to MS Word	3	
BCIS 1215 Introduction to MS Excel	3	
BCIS 1230 Introduction to MS PowerPoint	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.)