

INFORMATION TECHNOLOGY
Office Specialist
Clovis Community College
Certificate of Completion
Catalog 2020-2021

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

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

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.)