

**INFORMATION TECHNOLOGY**  
**Office Specialist**  
**Clovis Community College**  
**Certificate of Completion**  
**Catalog 2023-2024**

NAME		DATE	
STUDENT ID#		ADVISOR	Celia Donofrio

**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.)