

INFORMATION TECHNOLOGY

Office Specialist

Clovis Community College

Certificate of Completion

Catalog 2016-2017

NAME		DATE	
STUDENT ID#		ADVISOR	

Students should take CIS 120 before enrolling in CIS 150 or CIS 170.

ACCT 150 Personal Income Tax	3	
BAD 201* Business Communication	3	
BOFT 102 Computerized 10-key Operations	1	
BOFT 111* Business Document Processing I	3	
BOFT 115 Workplace and Life Essentials	3	
BOFT 131* Business Document Processing II	3	
CIS 106 Windows Fundamentals	1	
CIS 107 Internet Fundamentals	1	
CIS 108 Basic Computer Maintenance and Troubleshooting	1	
CIS 120 Intro to Info Systems	3	
CIS 150 Introduction to Spreadsheets	3	
CIS 170 PowerPoint Presentations	1	
CIS 175 Intro to Microsoft Publisher	1	
MATH 113* Math for Gen Ed.	3	

TOTAL CREDITS REQUIRED

30 CR

All Courses requires a “C” or better

***Course requires a prerequisite.**

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

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