

OFFICE SPECIALIST
Clovis Community College
Certificate of Completion
Catalog 2015-2017

NAME		DATE	
STUDENT ID#		ADVISOR	

RELATED REQUIREMENTS **(3 CR)**

MATH 108* Contemporary Business Math	3	
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PROGRAM REQUIREMENTS **(27 CR)**

ACCT 150 Personal Income Tax Preparation	3	
BAD 201* Business Communication	3	
BOFT 102 Computerized 10-key Operations	1	
BOFT 111* Business Document Processing I	3	
BOFT 115 Employment Strategies	3	
BOFT 131* Business Document Processing II	3	
CIS 106 Windows Fundamentals	1	
CIS 107 Internet Fundamentals	1	
CIS 108 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	

TOTAL CREDITS REQUIRED **30 CR**

***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.)