# 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 |  |

**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.)**