

BUSINESS AND OFFICE TECHNOLOGY

Clovis Community College
Associate of Applied Science
Catalog 2013-2015

NAME		DATE	
STUDENT ID#		ADVISOR	

I. GENERAL ED REQUIREMENTS (15 CR)

COMM 101 Interp Comm OR COMM 102 Public Speaking	3	
CIS 120 Intro Information Systems	3	
ENG 102* English Composition	3	
MATH 108* Contemporary Bus Math	3	
<i>Soc/Beh Sci OR Hum/Fine Art 3 CR</i>		
<i>Select one course from list on reverse</i>		
	3	

II. OTHER CCC REQUIREMENTS (1 CR)

HPE (activity)	1	
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III. PROGRAM REQUIREMENTS (37 CR)

ACCT 150 Personal Income Tax	3	
ACCT 201* Introductory Accounting I	4	
BAD 151 Intro to Business	3	
BAD 201* Business Communication	3	
BOFT 102 Computerized 10-Key Opr	1	
BOFT 111* Keyboarding Applications I	3	
BOFT 115 Employment Strategies	3	

III. PROGRAM REQUIREMENTS (Cont.)

BOFT 131* Keyboarding Appl II	3	
CIS 106 Windows Fundamentals	1	
CIS 107 Internet Fundamentals	1	
CIS 108 Comp Maint & Troubleshoot	1	
CIS 150 Introduction to Spreadsheets	3	
CIS 160 Database Design/Dev Access	3	
CIS 170 PowerPoint Presentations	1	
CIS 175 Intro to Microsoft Publisher	1	
ENG 233* Tech and Prof Writing I	3	

ELECTIVES: (9 CR)
Select from: ACT 202*, 206*, CIS 180*, 258, 265,
OR MGT 201*.

TOTAL CREDITS REQUIRED 62 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.

Students are encouraged to take CIS 120 before enrolling in BOFT 111, CIS 150, CIS 160, and CIS 170.

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

Social and Behavioral Science/Humanities and Fine Arts ELECTIVE (3 CR)
2013 - 2015 Catalog

(Students are required to choose up 3 credit hours from areas IV & V)

AREA IV: Social/Behavioral Sciences

- a. ECON 221*222***
- b. PSCI 102, 202**
- c. PSY 101, 106, 201, 202**
- d. SOC 101, 212, 215**
- e. ANTH 111, 123, 233, 243**

AREA V: Humanities/Fine Arts

- a. HIST 101, 102, 121, 122, 203**
- b. PHIL 201, 202, 211, PHIL/REL 212**
- c. HUM 221, 222**
- d. ENG 202, 203, 204, 205, 211, 221, 222, 223, 224**
- e. ART 101, 102, 106, 107*, 131, 210, 214*, 215*, 217, 221, 222*, 231, 232*, 261, 262, 271, 272***
- f. DNC 101**
- g. MUS 101, 113**
- h. THTR 111, 275**
- i. FR 101, 102***
GER 101, 102*
SPAN 101, 102*

*** Course requires a prerequisite.**