

ADMINISTRATIVE ASSISTANT
Clovis Community College
Certificate of Completion
Catalog 2013-2015

NAME		DATE	
STUDENT ID#		ADVISOR	

RELATED REQUIREMENTS

(3 CR)

MATH 108* Contemporary Business Math	3	
--------------------------------------	---	--

PROGRAM REQUIREMENTS

(24 CR)

ACCT 150 Personal Income Tax Preparation	3	
BOFT 102 Computerized 10-key Operations	1	
BOFT 111* Keyboarding Applications I	3	
BOFT 115 Employment Strategies	3	
BOFT 131* Keyboarding Applications II	3	
CIS 106 Windows Fundamentals	1	
CIS 107 Internet Fundamentals	1	
CIS 108 Computer Maintenance and Troubleshooting	1	
CIS 150 Introduction to Spreadsheets	3	
CIS 160 Database Design/Development Using Access	3	
CIS 170 PowerPoint Presentations	1	
CIS 175 Intro to Microsoft Publisher	1	

TOTAL CREDITS REQUIRED

27 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 CCC grade point average.)