

INFORMATION TECHNOLOGY
Office Specialist
Clovis Community College
Certificate of Completion
Catalog 2024-2025

NAME		DATE	
STUDENT ID#		ADVISOR	Celia Donofrio

Students should take BCIS 1110 before enrolling in CIS 150 or CIS 170.

Courses must be completed with a "C" or better

ACCT 2410 Personal Tax Preparation	3	
BCIS 1110 Fundamentals of Information Literacy & Systems	3	
BOFT 102 Computerized 10-key Operations	1	
BOFT 115 Workplace and Life Essentials	3	
BUSA 2110* Business Communication	3	
CIS 106 Windows Fundamentals	1	
CIS 107 Internet Fundamentals	1	
CIS 108 Basic Computer Maintenance and Troubleshooting	1	
CIS 140 Introduction to Word Processing	3	
CIS 150 Introduction to Spreadsheets	3	
CIS 170 PowerPoint Presentations	1	
MATH 1130* Survey of Mathematics	3	

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

TOTAL CREDITS REQUIRED

26 CR

All Courses requires a "C" or better

***Course requires a prerequisite.**

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