



**BUSINESS  
COMPUTER LITERACY BRIEF COURSES  
2005-2006**

Name: \_\_\_\_\_

SSN/ID: \_\_\_\_\_

Date: \_\_\_\_\_

Complete the following program of study:

<b>Certificate of Completion</b> <b>Major requirements (2.5 units minimum)</b>	<b>units</b>	<b>completed</b>	<b>in progress</b>	<b>planned</b>
IS 1 – Personal Computer Basics	1			
IS 2 – Word Processing - A Brief Course	0.5			
IS 3 – Spreadsheets - A Brief Course	0.5			
Select one course from the following: IS 4 – The Internet - A Brief Course or IS 5 – How to Build a Computer System or IS 6 – PowerPoint - A Brief Course	0.5			

Notes: This certificate fulfills the Computer Familiarity Requirement for graduation.

All of these courses are offered primarily on Saturdays.

Faculty Advisors: Mr. Robert Devoe-Peterson (Reedley), Mr. Brent Nabors (Clovis), Mr. Everett Sandoval (Reedley),  
Mr. Ray Tjahjadi (Madera), Ms. Tammie Waller (Reedley)