



**BUSINESS
BASICS OF COMPUTERS
2005-2006**

Name: _____

SSN/ID: _____

Date: _____

Complete the following program of study:

Certificate of Completion Major requirements (13.5 units minimum)	units	completed	in progress	planned
IS 15 – Computer Concepts	3			
IS 16 – Word Processing	1.5			
IS 18 – Spreadsheet Fundamentals	1.5			
IS 26A – Database Concepts and Design	3			
IS 29 – Operating Systems	1.5			
IS 40A – Internet Concepts and Design	3			

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