



BUSINESS COMPUTER LITERACY BRIEF COURSES 2006-2007

Name: _____

SSN/ID: _____

Date: _____

Complete the following program of study:

Certificate of Completion Major requirements (2.5 units minimum)	units	completed	in progress	planned
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 (Clovis), and Ms. Tammie Waller (Reedley)