BUSINESS
COMPUTER LITERACY BRIEF COURSES
2007-2008

Name: _____

SSN/ID:_____

Date: _____

Complete the following program of study:

Certificate of Completion (R.693F.CC) 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. David Atencio (Reedley), Mr. Robert Devoe-Peterson (Reedley), Mr. Brent Nabors (Madera/WI),
Mr. Everett Sandoval (Reedley), and Mr. Ray Tjahjadi (Madera/WI)