



**BUSINESS
BASICS OF COMPUTERS
2009-2010**

Name: _____

SSN/ID: _____

Date: _____

Complete the following program of study:

Certificate in Basics of Computers (R.693.CC) Major requirements (13.5 units minimum)	units	completed	in progress	planned
IS 15 – Computer Concepts	3			
IS 16 – Word Processing (Spring)	1.5			
IS 18 – Spreadsheet Fundamentals	1.5			
IS 26A – Database Concepts and Design (Fall 2009)	3			
IS 29 – Operating Systems (Fall 2010)	1.5			
IS 40A – Internet Concepts and Design (Spring 2010)	3			

Note: Courses marked (Fall) or (Spring) are usually only offered that semester.

Faculty Advisors: Mr. David Atencio (Reedley), Dr. John Cusaac (Madera/WI), Mr. Daniel Morales (Reedley),
Mr. Brent Nabors (Madera/WI), Mr. Everett Sandoval (Reedley), and Mr. Ray Tjahjadi (Madera/WI)