

NAPA VALLEY COLLEGE
CERTIFICATE OF ACHIEVEMENT

COMPUTER STUDIES – MANAGEMENT INFORMATION SYSTEMS (47 Units)

Napa Valley College awards a Certificate of Achievement to all candidates who have completed the following with grades of "C" or above.

ACCT 120 Introduction to Accounting (3)	_____	CISA 170 C Keyboarding 1 (Part 3) (1)	_____
BUSI 100 Introduction to Business (3)	_____	CISA 186 Beginning Word Processing (2)	_____
BUSI 103 Legal Environ. of Business (3)	_____	CISA 284 Advanced Word Processing (2)	_____
BUSI 185 Business English (2)	_____	COMS 100 Intro. to Computer Systems (3)	_____
CISA 110 Intro. to Microcomputers (3)	_____	COMS 120 Intro. Programming Logic (3)	_____
CISA 142 Operating Systems (3)	_____	COMS 121 Adv. Programming Logic (3)	_____
CISA 160 Databases (3)	_____	COMS 215 Program. Conc. & Methods I (3)	_____
CISA 165 Spreadsheets (3)	_____	MATH 90 Elementary Algebra (5)	_____
CISA 170 A Keyboarding 1 (Part 1) (1)	_____		
CISA 170 B Keyboarding 1 (Part 2) (1)	_____		

Date of Completion _____ Coordinator's Signature _____

Name _____ Student ID _____
(Please print – as you wish it to appear on certificate)

Address _____
(Street) (City) (Zip Code)

Phone _____ Email _____

Date of Attendance at Napa Valley College _____ to _____

Will you be present during the graduation ceremonies to receive the certificate? Yes ___ No ___

Student's Signature _____ Date _____

Note: It is the responsibility of the program coordinator to certify that each applicant has met all of the certificate requirements. Please check off each course and return the completed form to the Office of Instruction.

If a course is used from another college to meet a program requirement, that transcript must be on file in the Admissions and Records Office and evaluated by the evaluation technician before the certificate is awarded.

Business: Concentration in Computer Studies
Management Information Systems Certificate of Achievement (CCC11485)
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