

NAPA VALLEY COLLEGE  
CERTIFICATE OF ACHIEVEMENT

**COMPUTER STUDIES – MICROCOMPUTER APPLICATIONS SPECIALIST (26-27 Units)**

Napa Valley College awards a Certificate of Achievement to all candidates who have completed the following with an average grade of "C" or above:

- |  |       |  |       |
|--|-------|--|-------|
| BUSI 105 Business Communications (3)   | _____ | CISA 142 Operating Systems (3)         | _____ |
| OR                                     |       | OR                                     |       |
| ENGL 120 Reading and Composition 1 (4) | _____ | CISA 212 UNIX and Linux (3)            | _____ |
| CISA 160 Databases (3)                 | _____ | COMS 100 Intro to Computer Systems (3) | _____ |
| CISA 165 Spreadsheets (3)              | _____ | MATH 90 Elementary Algebra (5)         | _____ |
| CISA 170A Keyboarding 1 (1)            | _____ | SPCOM 124 Career Communications (3)    | _____ |
| CISA 186 Beginning Word Processing (2) | _____ |  |       |

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  
Microcomputer Applications Specialist Certificate of Achievement (CCC11484)  
Posted: 13/14*