

MT. SAN JACINTO COLLEGE  
EMPLOYMENT CONCENTRATION CERTIFICATE (ECC) APPLICATION  
CATALOG YEAR 2020-2021

Career Education Program: Business/Office Administration  
ECC Title: Microsoft Applications Concentration

DATE: \_\_\_\_\_

MSJC Student ID #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

\_\_\_\_\_  
First Name MI Last Name

\_\_\_\_\_  
Address APT#

\_\_\_\_\_  
City State Zip Phone Number

Indicate Program Completion Semester:

Summer     Fall     Spring     Year

**DO NOT WRITE BELOW THIS LINE - TO BE COMPLETED BY CAREER EDUCATION STAFF**

PLEASE NOTE: A cumulative GPA 2.0 or higher is required for these courses.

COURSE NUMBER	COURSE NAME	UNITS	DATE COMPLETED	GRADE EARNED
CAPP-122	Using Microsoft Excel	3		
CAPP-123	Using Microsoft Access – Level 1	3		
CAPP-535	Using Microsoft PowerPoint <i>(formerly CAPP-094)</i>	3		
CAPP-735	Using Microsoft Word <i>(formerly CAPP-127)</i>	3		
CAPP-740	Using Microsoft Project <i>(formerly CAPP-098)</i>	3		
<b>Total Units Required</b>		<b>15</b>		

*Approved ECC certificates are processed and mailed on a quarterly basis*

When all class requirements have been met, **Submit Completed Application to the Career Education Office:**

San Jacinto Campus, 1499 N State Street, Office 1255 D or Menifee Campus, 28237 La Piedra Road, Room 919  
or via Email: [requestecc@msjc.edu](mailto:requestecc@msjc.edu); or by Fax: 951-301-7258

For additional Career Education certificate and degree information, see the MSJC General Catalog or visit our MSJC Career Education website: [www.msjc.edu/careereducation/](http://www.msjc.edu/careereducation/)

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Verified by Date Approved by Instruction Office Date