

MT. SAN JACINTO COLLEGE
EMPLOYMENT CONCENTRATION CERTIFICATE (ECC) APPLICATION
CATALOG YEAR 2021-2022

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		
Total Units Required		15		

Approved ECC certificates are processed and mailed on a quarterly basis

When all class requirements have been met, **Submit Completed Application to requestecc@msjc.edu**.

For additional Career Education certificate and degree information, see the MSJC General Catalog or visit our MSJC Career Education website: www.msjc.edu/careereducation/. For ECC questions, please email requestecc@msjc.edu.

Verified by Date Approved by Instruction Office Date