CE Program: <u>Office Administration (OADM)</u>   ECC Title: <u>Microsoft Applications Concentration</u>

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 CE STAFF

PLEASE NOTE: A cumulative GPA 2.0 or higher is required for these courses – must be completed within a two-year period.

COURSE NUMBER	COURSE NAME	UNITS	DATE COMPLETED	GRADE EARNED
REQUIRED COURSES (15 UNITS)				
CAPP 094	**USING MICROSOFT POWERPOINT**	**3**		
CAPP 122	**USING MICROSOFT EXCEL**	**3**		
CAPP 123	**USING MICROSOFT ACCESS – LEVEL I**	**3**		
CAPP 127	**USING MICROSOFT WORD**	**3**		
CAPP 098	**USING MICROSOFT PROJECT**	**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 the Career Education office:***

San Jacinto Campus, 1499 N State Street, Office1255 D or Menifee Campus, 28237 La Piedra Road, Room 916 or Via Email: requestecc@msjc.edu; or By Fax: 951-654-9366

For additional CE certificate and degree information, see the MSJC General Catalog or visit our MSJC CE website: http://www.msjc.edu/cte/Pages/default.aspx

_____   _____   _____   _____
Verified by   *Date*   *Approved by Instruction Office*   *Date*