PENINSULA COLLEGE

Short-Term Certificate

Computer Applications Technology - Computer Application Fundamentals

Details

Completion Award: Short-Term Proficiency Certificate
Program Code (EPC): MIACAC01

Program Coordinator (contact with questions)

Tanya Knight   (360) 417-6242
Office: C-210

Student's Name:	Student ID Number:
Advisor:	Advisor's Signature:

Degree Requirements	Approved Substitutions	Name Of Course	Credits	Credits Completed	In Progress Qtr/Yr
CAT 114		**PowerPoint Short Course** TP	2		
CAT 130		**Intro to Microsoft Word** TP	5		
CAT 140		**Intro to Microsoft Excel** TP	5		
CAT 111		**Intro to Microsoft Windows** TP	5		
		CREDITS REQUIRED FOR CERTIFICATE:	17		

The following information is needed to produce your certificate:

Quarter and year certificate was completed: ☐ Fall ☐ Winter ☐ Spring ☐ Summer **20___**

Name to be printed on certificate: _____

First   Middle   Last

Mailing Address: _____

Street/P.O. Box   City   State   Zip

If no mailing address is provided, Certificate may be picked up at the Reception desk in the Student Services Bldg.

For Office Use:

☐ Grades verified   Date Certificate Posted: _____   Processed By: _____

☐ Certificate Mailed   *or*   ☐ Forwarded to Program Advisor