



Short-Term Certificate

Computer Applications Technology - Excel Proficiency

Details

Completion Award: Short-Term Proficiency Certificate
Program Code (EPC): MIAEPC01

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 140		Intro to EXCEL	5		
CAT 242		Intermediate EXCEL	5		
ACCT 215		Quickbooks	5		
CREDITS REQUIRED FOR CERTIFICATE:			15		

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