

For office use only

Prior College Credit/Subs/Waivers:

\* \_\_\_\_\_

# \_\_\_\_\_

% \_\_\_\_\_

## Certificate of Achievement MiraCosta College

### Computer Applications Professional for Business Effective Fall 2015 through Summer 2015

(No changes Fall 2014 – Summer 2015)

In order to receive an Associate of Arts degree in this discipline, you must complete the courses listed below  
**in addition** to completing the Associate in Arts Degree requirements.

Catalog Number		Course Name	(Office Use Only)		
Required courses:			Units	Grade	Grade Points
CSIT 125	Microsoft Word for Business		3		
CSIT 128	Microsoft Excel for Business		3		
CSIT 131	Microsoft Access for Business		3		
CSIT 134	Microsoft PowerPoint for Business		3		
CSIT 137	Google Apps for Business		3		
CSIT 149	Microsoft Windows		3		
CSIT 195	Computer Studies portfolio Development		1		
MAT 110	Digital Imaging 1: Adobe Photoshop		3		
Select at least 6 units from the following courses:					
BUS 120	Introduction to Business		3		
BUS 133	Project Management		3		
CRLP 101	Introduction to Career Planning		3		
CSIT 100	Computer Basics I		1.5		
CSIT 105	Computer Basics II		1.5		
CSIT 110	Computer Applications		3		
CSIT 115	Intermediate Computer Applications		3		
CSIT 155	Social Media for Business		3		
CSIT 160	Technology, the Individual, and Society		3		
CSIT 165	Living in an Online World				
MAT 125	Web Design 1: Fundamentals		3		
MAT 150	Flash 1: Animation and Interactivity		3		
MAT 170	Digital Imaging 2: Adobe Illustrator		3		
MAT 180	Publishing 1: Adobe InDesign		3		
Totals: (current)					
Totals: (In progress)					
Total Units: 28					
GPA:				H1	H3

**Requirement: Grade of "C" or better in each course.**

OFFICE USE ONLY	Date/Initials	Sent Letter
Preliminary Eval OK _____ Awarded Not Posted _____ Denied _____		
Final Eval OK _____ Denied _____		
Posted		
Certificate Mailed		



**CERTIFICATE OF ACHIEVEMENT  
COMPUTER APPLICATIONS  
PROFESSIONAL FOR BUSINESS**  
(Effective Fall 2015 through Summer 2016)

Name \_\_\_\_\_

Print name **exactly** as it is to appear on certificate. (First, Middle, Last – use upper and lower case)

Student ID# \_\_\_\_\_

Address \_\_\_\_\_  
Number Street City Zip

Home Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

The requirements for this certificate will be completed by:

Fall ☐ 20\_\_\_\_ Spring ☐ 20\_\_\_\_ Summer Session ☐ 20\_\_\_\_

List all courses in progress, including those at other colleges, which are required to complete this certificate:

Course \_\_\_\_\_ Units \_\_\_\_\_ Course \_\_\_\_\_ Units \_\_\_\_\_

Course \_\_\_\_\_ Units \_\_\_\_\_ Course \_\_\_\_\_ Units \_\_\_\_\_

**NOTE:** If you have courses in progress at another college which are required to complete this certificate, official transcripts must be submitted to the Admissions & Records Office at the end of the term.

List all colleges from which you have coursework to be considered for this certificate: \_\_\_\_\_

**READ CAREFULLY BEFORE SIGNING**

In order to have this evaluation form processed for the current term; I understand that it is my responsibility to see that all required **official transcripts and substitution/waiver forms** are on file in the Admissions & Records Office by the petitioning deadline. Deadlines are posted in the current credit class schedule. If required official documents are not on file, this evaluation form may be returned to the Counseling Office, and I may be required to re-submit an evaluation form for next term.

Comments: \_\_\_\_\_

I grant permission to MiraCosta College to include my name on the graduation program and any graduation lists that may be released to the public.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_