



Business Software – 6 units
SKILLS CERTIFICATE

Napa Valley College awards a Skills Certificate to all candidates who have completed the following with a grade of “C” or better.

Course Name	Semester Completed	Grade Earned
CISA 167—Introductory Excel for Business Professionals (1 unit)	_____	_____
CISA 186--Beginning Word Processing (2 units)	_____	_____
CISA 284—Advanced Word Processing (2 units)	_____	_____
CISA 288—Presentation Program—PowerPoint (1 unit)	_____	_____

Date of Completion _____ Coordinator’s Signature _____

Name _____
(Please print) (College ID Number)

Address _____
(Street) (City) (Zip Code)

Phone _____ Email _____

Student’s Signature _____ Date _____

Note: It is the responsibility of the Program Coordinator to certify that each applicant has met all of the certificate requirements. Please check off each course and return the completed form to the Office of Instruction.

If a course is used from another college to meet a program requirement, that transcript must be on file in the Admissions and Records Office and evaluated by the evaluation technician before the certificate is awarded.

*Business, Concentration in Office Administration:
 Business Software Skills Certificate (6 units)
 Posted: 13/14*