



**Computer Specialist Certificate 2019-2020
Request Form
Continuing Education & Customized Training**

Note: Summer 2020 class dates will be added as semester draws closer.

Instructions: Complete form and leave with instructor at the end of class or email to glynae.deschene@century.edu. Certificate will be mailed to the address provided. Please allow up to four weeks for delivery.

To receive certificate complete classes within one academic year.

Name (first, last)	Company Name (if applicable)
Address (if employer paid for class, use company address)	
Phone	Date of Birth (mm/dd/yyyy)

MS Office Access 2019/ Office 365 (7.5 contact hours) ** Note: Held Spring 2020 only **
Level I: <input type="checkbox"/> 1/13/20
Level II: <input type="checkbox"/> 2/3/20
Level III: <input type="checkbox"/> 3/9/20

MS Office Excel 2019/ Office 365 (7 contact hours)
Level I: <input type="checkbox"/> 9/4 <input type="checkbox"/> 10/2 <input type="checkbox"/> 11/6 <input type="checkbox"/> 1/15 <input type="checkbox"/> 2/26 <input type="checkbox"/> 4/15(v) <input type="checkbox"/> 6/4 (v?)
Level II: <input type="checkbox"/> 9/11 <input type="checkbox"/> 10/9 <input type="checkbox"/> 11/13 <input type="checkbox"/> 1/22 <input type="checkbox"/> 3/4 <input type="checkbox"/> 4/29(v) <input type="checkbox"/> 6/11 (v?)
Level III: <input type="checkbox"/> 9/18 <input type="checkbox"/> 10/23 <input type="checkbox"/> Nov 20 <input type="checkbox"/> 1/29 <input type="checkbox"/> 3/11 <input type="checkbox"/> 5/13 (v) <input type="checkbox"/> 6/18 (v?)
Level IV: <input type="checkbox"/> 9/25 <input type="checkbox"/> 10/30 <input type="checkbox"/> 12/4 <input type="checkbox"/> 12/11 <input type="checkbox"/> 2/5 <input type="checkbox"/> 6/25(?)

MS Office PowerPoint 2019/ Office 365 (level I = 7 contact hours; level II = 4 contact hours) ** Note: Held Fall 2019 Only **
Level I: <input type="checkbox"/> 9/30
Level II: <input type="checkbox"/> 10/14

MS Office Word 2019/ Office 365 (7 contact hours)
Level I: <input type="checkbox"/> 10/21 <input type="checkbox"/> 4/23(v)
Level II: <input type="checkbox"/> 11/12 <input type="checkbox"/> 5/7(v)
Level III: <input type="checkbox"/> 12/9 <input type="checkbox"/> 5/21(v)

For Office Use Only	
Rcvd:	Fld: