



**MS-Office Certificate Program
Completion Project Registration Form
BSCM 540V**

Date: _____ Student No: _____
 Last Name: _____ First Name: _____
 Street: _____ City: _____
 PCode: _____ Home Phone: _____ Work Phone: _____ Cell: _____
 Email Address (please print): _____

Required Courses <i>Please attach proof of attendance (confirmation of attendance forms) for each course:</i> All courses and assignments must be completed within two years of starting your first class.			
Course Name	Number	Date Course Completed	Date Assignment Completed
File Management	BSCM 504V or 505V		
Starting Strong	BSCM 543V		N/A
Word – Level 1	BSCM 561V		
Word – Level 2	BSCM 562V		
Excel – Level 1	BSCM 511V		
Excel – Level 2	BSCM 512V		
OneNote	BSCM 544V		
Outlook – Beyond Email	BSCM 545V		
PowerPoint	BSCM 531V		
Publisher	BSCM 532V		
Access – Level 1	BSCM 521V		
MS-Office Integration	BSCM 550V		

Please read:

I have completed all courses and assignments as indicated above and have attached proof of completion. Please register me for the **MS-Office Completion course, BSCM 540V, \$365** and email me the Completion Project handbook that contains guidelines and requirements checklists. **I understand that that I must complete and submit my project within two months of registering.**

My Payment Method: (check one)

Visa Amex MasterCard _____ Expires: _____

Cheque attached Other (specify) _____

Signature: _____ Date: _____

Please return completed form and attachments to:

School of Business, Camosun College
 4461 Interurban Rd., Victoria BC V9E 2C1
 Email: vivianp@camosun.bc.ca