



ADMINISTRATIVE ASSISTANT CERTIFICATE

Submit this form in person or by mail to: UT Arlington Continuing Education 140 W. Mitchell, Arlington, TX 76019 M: 817-272-2581 cedregistration@uta.edu

Status of Processing: Certificate request forms will be processed within ten business days of receipt. If you do not receive a receipt of confirmation within this time frame, contact our office at 817-272-2581. All certificates will be sent via email and shipped via USPS.

Application Information: Students must complete all program requirements prior to submitting this application. Students will be provided with both a paper and a PDF copy of the certificate of completion.

STUDENT INFORMATION

Last Name _____ First Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

CERTIFICATE REQUIREMENTS

6 Required

- ___ Excel - Level 1 (SS1938)
- ___ Microsoft Word, Outlook, & PowerPoint (MO5000)
- ___ Business Writing Basics (CO2507)
- ___ Introduction to Accounting: The Accounting Cycle (AC1212)
- ___ Administrative Office Procedures (BU2706)
- ___ Administrative Assistant Capstone (BU2707)



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CONTINUING
EDUCATION

FEE & PAYMENT

Item	Price
Application Fee: Includes paper and PDF certificate	\$50.00

Charge To:

Visa Master Card Discover American Express

Card Number: _____

Expiration: _____

Authorized Signature: _____

OFFICE USE ONLY

Processed	Date	Completed By
Received		
Payment Received		
Reviewed		
Certificate Emailed		
Certificate Mailed		
Program Approval		

Notes: