



# CAÑADA COLLEGE

I hereby petition to receive from Cañada College the Administrative Assistant Certificate of Achievement at the conclusion of the FALL \_\_\_\_ SPRING \_\_\_\_ Semester. (SUMMER by special arrangement only)

**NAME TO APPEAR ON CERTIFICATE (print):**

\_\_\_\_\_ (First) (Middle) (Last)

YOUR NAME(print) \_\_\_\_\_ (First) (Middle) (Last)

ADDRESS \_\_\_\_\_ (Number) (Street) (Apartment) (City) (Zip)

COLLEGE ID"G" NO. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ HOME TELEPHONE (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

EMAIL \_\_\_\_\_ CELL PHONE NO. (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Yes No  
  I am applying units completed at another college towards my certificate.  
If yes, official transcripts from that college have been sent to Cañada College as transfer units. Name of College/University \_\_\_\_\_

YOUR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**FOR OFFICE USE ONLY**

**INITIAL REVIEW**

Approved: \_\_\_\_\_ Pending: \_\_\_\_\_ Denied: \_\_\_\_\_

Counselor notified: \_\_\_\_\_

Student notified: \_\_\_\_\_

Copy of letter(s) attached: \_\_\_\_\_

Reason for pending or denied status: \_\_\_\_\_

Units      GPA to Date      Honors      High Honors

Initial Evaluation: \_\_\_\_\_ Date: \_\_\_\_\_  
Final Evaluation: \_\_\_\_\_ Date: \_\_\_\_\_  
Counselor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Business, Workforce, & Athletics Division

## Petition for Administrative Assistant Certificate of Achievement

### CERTIFICATE REQUIREMENTS

- \_\_\_\_\_ The prescribed courses and units must be completed as identified in the catalog.
- \_\_\_\_\_ Fifty percent (50%) of the required courses must be completed at Cañada College. Equivalent lower division courses completed at other institutions holding district approved accreditation may be submitted on a Request for Substitution petition to satisfy some certificate requirements.
- \_\_\_\_\_ All CORE classes applied to the certificate must receive a grade of C or better.
- \_\_\_\_\_ Computer Literacy Requirement: satisfactory completion of a minimum of 1 unit in designated computer related courses (see current catalog).
- \_\_\_\_\_ Students must be in “good academic standing” to receive a certificate.

Please indicate which catalog (academic year) you are following: \_\_\_\_\_

You must complete ALL REQUIREMENTS FOR THE CERTIFICATE as listed below:

CORE REQUIREMENTS	UNITS	COMPLETED
BUS. 101 Human Relations in Business	3.0	_____
BUS. 108 Business Writing and Presentation Methods	3.0	_____
CBOT 435 Spreadsheets	3.0	_____
CBOT 436 Database Management	3.0	_____
CBOT 457 Using PowerPoint for Business	2.0	_____
CBOT 472 Beginning Word Processing	1.5	_____
CBOT 474 Intermediate Word Processing	1.5	_____
CBOT 475 Using Outlook	1.5	_____
CBOT 476 Adobe Acrobat	1.5	_____
Selective Courses: (See catalog for list of selective courses)	10.0	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>Total</b>	<b>30.0</b>	_____

IP = IN PROGRESS  
 ( ) = TRANSFER FROM  
       OTHER COLLEGE  
 ✓ = COMPLETED

**\* INCOMPLETE PETITIONS WILL NOT BE ACCEPTED!**