



CAÑADA COLLEGE

Business, Workforce, & Athletics Division Petition for Administrative Support Assistant Certificate of Achievement

I hereby petition to receive from Cañada College the Administrative Support 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 Support 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 430 Computer Applications, Part I	1.5	_____
CBOT 431 Computer Applications, Part II	1.5	_____
CBOT 448 Using Microsoft Windows	1.5	_____
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)	7.0	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total	23.5	_____

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

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