



CAÑADA COLLEGE

Business, Workforce, & Athletics Division Petition for Business Administration Certificate of Achievement

I hereby petition to receive from Cañada College the Business Administration 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)

SOCIAL SECURITY NO. ____ - ____ - ____ HOME TELEPHONE (____) ____ - ____

WORK TELEPHONE (____) ____ - ____

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 Business Administration

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 by attending Cañada College. Equivalent lower division courses completed at other institutions holding district approved accreditation may be submitted on a Request for Substitution petition.
- _____ 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) OR a passing score on the Cañada College computer literacy test.
- _____ 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
ACTG 121 Financial Accounting	4.0	_____
BUS. 100 Survey of Business	3.0	_____
BUS. 103 Introduction to Business Information Systems	3.0	_____
BUS. 108 Business Writing and Presentation Methods	3.0	_____
BUS. 201 Business Law	3.0	_____
MGMT 215 Management of Human Resources	3.0	_____
Selective Courses: (See catalog for list of selective courses)	6.0	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total	25.0	_____

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

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