



CAÑADA COLLEGE

Business, Design, & Workforce Division Petition for Management Certificate of Achievement

I hereby petition to receive from Cañada College the Management 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)

MAILING 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

FINAL REVIEW

Approved: _____ Pending: _____ Denied: _____

Approved: _____ Denied: _____

Counselor notified: _____

Counselor notified: _____

Student notified: _____

Student notified: _____

Copy of letter(s) attached: _____

Copy of letter(s) attached: _____

Reason for pending or denied status: _____

Reason for pending or denied status: _____

Units GPA to Date

Units GPA to Date

Cum Laude Magna Cum Laude Summa Cum Laude

Cum Laude Magna Cum Laude Summa Cum Laude

Male Female

Petition received in Admissions & Records Office: _____

Certificate Mailed: _____

Initial Evaluation: _____ Date: _____

Final Evaluation: _____ Date: _____

Counselor's Signature: _____ Date: _____

Business, Design, & Workforce Division

Petition for Management 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 for consideration 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 (**PLEASE NOTE: Required ONLY if using an academic catalog PRIOR to 2011-2012**).
- _____ Students must be in “good academic standing” to receive a certificate.

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

You must complete ALL REQUIRED COURSES FOR THE CERTIFICATE as listed below:

CORE REQUIREMENTS	UNITS	COMPLETED
BUS. 108 Business Writing and Presentation Methods	3.0	_____
MGMT 100 Introduction to Business Management	3.0	_____
MGMT 204 Managing Employees Effectively	3.0	_____
MGMT 215 Management of Human Resources	3.0	_____
MGMT 220 Organizational Behavior	3.0	_____
Selective Courses: (See catalog for list of selective courses)	6.0	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total	21.0	_____

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

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