



CAÑADA COLLEGE

Business, Workforce, & Athletics Division Petition for General Office Certificate of Achievement

I hereby petition to receive from Cañada College the General Office 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

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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	_____
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 475 Using Outlook	1.5	_____
Selective Courses: ()		
CBOT 415 Beginning Computer Keyboarding	1.5	_____
CBOT 417 Skill Building	1.5	_____
CBOT 474 Intermediate Word Processing	<u>1.5</u>	_____
Total	12.0	

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

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