



# CAÑADA COLLEGE

## Business, Design, & Workforce 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)

### 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 General Office 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 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: <i>(Choose a minimum of 1.5 units from the following list)</i>		
CBOT 415 Beginning Computer Keyboarding	1.5	_____
CBOT 417 Skill Building	1.5	_____
CBOT 474 Intermediate Word Processing	<u>1.5</u>	_____
Total	<u>12.0</u>	

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

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