



CAÑADA COLLEGE

Business, Design, & Workforce Division Petition for Entry-Level Bookkeeper Certificate of Achievement

I hereby petition to receive from Cañada College the Entry-Level Bookkeeper 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"RG" 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: _____
Counselor notified: _____
Student notified: _____
Copy of letter(s) attached: _____
Reason for pending or denied status: _____

Approved: _____ Denied: _____
Counselor notified: _____
Student notified: _____
Copy of letter(s) attached: _____
Reason for pending or denied status: _____

Units GPA to Date
[] []
Cum Laude Magna Cum Laude Summa Cum Laude
[] [] []

Units GPA to Date
[] []
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 Entry-Level Bookkeeper

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
ACTG 100 Accounting Procedures	3.0	_____
ACTG 180 Payroll and Business Taxes	1.5	_____
ACTG 200 QuickBooks	3.0	_____
CBOT 435 Spreadsheets	3.0	_____
CBOT 448 Using Microsoft Windows	<u>1.5</u>	_____
Total	12.0	

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

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