

NAPA VALLEY COLLEGE

CERTIFICATE OF ACHIEVEMENT

OFFICE ASSISTANT STUDIES (30-32 Units)

Napa Valley College awards a Certificate of Achievement to all candidates who have completed the following with a grade of "C" or better.

Course Name	Semester Completed	Grade Earned	Course Name	Semester Completed	Grade Earned
BUSI 90A,B,C--Business Mathematics (3 units)	_____	_____	BUSI 176--Machine Calculations (2 units)	_____	_____
BUSI 105--Business Communications (3 units)	_____	_____	BUSI 177--Records Management (2 units)	_____	_____
ACCT 120--Intro to Accounting (3 units) <u>OR</u>	_____	_____	BUSI 185--Business English (2 units)	_____	_____
ACCT 125--Financial Accounting (5 units)	_____	_____	CISA 186--Beginning Word Processing (2 units)	_____	_____
CISA 170A,B,C--Keyboarding 1 (3 units)	_____	_____	CISA 110--Intro to Microcomputers (3 units)	_____	_____
CISA 171A,B,C--Keyboarding 2 (3 units)	_____	_____	COUN 110--Career/Life Planning (3 units)	_____	_____
CISA 167--Introductory Excel for Business Professionals (1 unit)	_____	_____		_____	_____

Date of Completion _____ Coordinator's Signature _____

Name _____
(Please print) (College ID Number)

Address _____
(Street) (City) (Zip Code)

Phone _____ Email _____

Date of Attendance at Napa Valley College _____ To _____

Will you be present during the graduation ceremonies? Yes _____ No _____

Student's Signature _____ Date _____

Note:
 It is the responsibility of the Program Coordinator to certify that each applicant has met all of the certificate requirements. Please check off each course and return the completed form to the Office of Instruction.

If a course is used from another college to meet a program requirement, that transcript must be on file in the Admissions and Records Office and evaluated by the evaluation technician before the certificate is awarded.