

NAPA VALLEY COLLEGE
CERTIFICATE OF ACHIEVEMENT

BOOKKEEPING (31-32 Units)

Napa Valley College awards a Certificate of Achievement to all candidates who have completed the following with an average grade of "C" or above:

ACCT 120 Intro to Accounting (3) _____	CISA 165 Spreadsheets (3) _____
ACCT 125 Financial Accounting (5) _____	BUSI 105 Business Communication (3) _____
	OR
ACCT 126 Managerial Accounting (5) _____	ENGL 120 Reading & Comp. 1 (4) _____
ACCT 127 Computer Accounting (3) _____	CISA 130 Computer Literacy (3) _____
	OR
BUSI 100 Intro to Business (3) _____	CISA 110 Intro to Microcomputers (3) _____
BUSI 103 Legal Environment of Business(3) _____	

Date of Completion _____ Coordinator's Signature _____

Name _____
(Please print – as you wish it to appear on certificate) (Student Number)

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

Phone _____ Email _____

Date of Attendance at Napa Valley College _____ to _____

Will you be present during the graduation ceremonies to receive the certificate? 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.

Business: Bookkeeping Certificate of Achievement (CCC19939), Posted: 13/14