

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)

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CISA 165 Spreadsheets (3)

\_\_\_\_\_

ACCT 125 Financial Accounting (5)

\_\_\_\_\_

BUSI 105 Business Communication (3)

\_\_\_\_\_

ACCT 126 Managerial Accounting (5)

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OR

ENGL 120 Reading & Comp. 1 (4)

\_\_\_\_\_

ACCT 127 Computer Accounting (3)

\_\_\_\_\_

CISA 130 Computer Literacy (3)

\_\_\_\_\_

BUSI 100 Intro to Business (3)

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OR

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*