



# CAÑADA COLLEGE

## Business, Design, & Workforce Division Petition for Entrepreneurship and Small Business Management Certificate of Achievement

I hereby petition to receive from Cañada College the Entrepreneurship and Small Business Management 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

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

#### FINAL REVIEW

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

Male  Female

Petition received in Admissions & Records Office: \_\_\_\_\_

Units GPA to Date

Cum Laude Magna Cum Laude Summa Cum Laude

Certificate Mailed: \_\_\_\_\_

Initial Evaluation: \_\_\_\_\_ Date: \_\_\_\_\_  
Final Evaluation: \_\_\_\_\_ Date: \_\_\_\_\_  
Counselor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Business, Design, & Workforce Division

## Petition for Entrepreneurship and Small Business Management

### 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 200 QuickBooks	3.0	_____
BUS. 100 Contemporary American Business	3.0	_____
BUS. 150 Entrepreneurship/Small Business Management	3.0	_____
BUS. 180 Marketing	3.0	_____
BUS. 395 Getting Started in Business the Green, Sustainable Way	1.0	_____
BUS. 396 Developing a Business Plan Incorporating Sustainable Practices	1.0	_____
BUS. 397 Developing Tools to Create a Marketing Plan	1.0	_____
CBOT 430 Computer Applications, Part I	1.5	_____
CBOT 431 Computer Applications, Part II	1.5	_____
Total	21.0	_____

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

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