

Certificate of Achievement
SECRETARY/ADMINISTRATIVE ASSISTANT
MiraCosta College
Effective Fall 2009 through Summer 2010

In order to receive an Associate of Arts degree in this discipline, you must complete the courses listed below
in addition to completing the Associate in Arts Degree requirements.

Catalog Number	Course Name	(Office Use Only)
		Units
Required courses:		
BOT 100	Beginning Keyboarding	(1) _____
OR	Typing test @ 40 wpm	
BOT 110	Word Processing	3 _____
BOT 111	Machine Transcription	1 _____
BOT 113	Basic Office Skills	1 _____
BOT 114	Legal Office Procedures	1.5 _____
BOT 116	Office Systems and Procedures	3 _____
CIS 100	Computer Applications	3 _____
Select at least seven elective units from the following:		7 _____
BOT 109	Becoming a Virtual Assistant	(3) _____
BOT 112	Machine Calculation	(1) _____
BOT 117	Management Office Skills	(1) _____
BOT 299	Cooperative Work Experience – Occupational	(1 - 4) _____
BUS 137	Customer Service	(3) _____
BUS 290	Business Communication	(3) _____
BUS 292	Internship Studies	(1 - 3) _____
CIS 105	Intermediate Computer Applications	(3) _____
CIS 150	Introduction to Microsoft Word	(1.5) _____
CIS 184	Introduction to Microsoft PowerPoint	(1.5) _____
MAT 125	Web Design 1: Fundamentals	(3) _____
TOTAL REQUIRED UNITS.....		19.5 - 20.5 _____

Requirement: Grade of "C" or better in each course.

OFFICE USE ONLY	Date/Initials
Preliminary Letter OK_____ Not OK_____	
Final Letter OK_____ Not OK_____	
Certificate Mailed	



MIRACOSTA COLLEGE
Evaluation Form
CERTIFICATE OF ACHIEVEMENT

Name _____
Print name exactly as it is to appear on certificate. (First, Middle, Last – use upper and lower case)

Student ID# _____ SSN _____ - _____ - _____

Address _____
Number Street City Zip

Phone (_____) _____ - _____ (_____) _____ - _____ Gender: M [] F []
Home Work

Certificate for which you are applying:

The requirements for this certificate will be completed by:

Fall [] 20 _____ Spring [] 20 _____ Summer Session [] 20 _____

List all courses in progress, including those at other colleges, which are required to complete this certificate:

Course _____ Units _____ Course _____ Units _____
Course _____ Units _____ Course _____ Units _____

NOTE: If you have courses in progress at another college which are required to complete this certificate, official transcripts must be submitted to the Admissions & Records Office at the end of the term.

List all colleges from which you have coursework to be considered for this certificate: _____

READ CAREFULLY BEFORE SIGNING

In order to have this evaluation form processed for the current term, I understand that it is my responsibility to see that all required official transcripts are on file in the Admissions & Records Office by the petitioning deadline. In addition, any other required documents, such as substitution/waiver forms, must be on file in the Counseling Office by the petitioning deadline. Deadlines are posted in the current credit class schedule. If required official documents are not on file, this evaluation form may be returned to the Counseling Office, and I may be required to re-submit an evaluation form for next term.

Comments: _____

I grant permission to MiraCosta College to include my name on the graduation program and any graduation lists that may be released to the public.

Student's Signature and Date

(Optional) Counselor's Signature and Date