

## Earn a Certificate of Achievement

Certificates of Achievement are designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

For a Certificate of Achievement a student must:

1. Complete the major coursework, a minimum of 18 units (or between 12 and 17.5 units in a low-unit certificate), prescribed in a State Chancellor's Office-approved Certificate of Achievement.
2. Complete all applicable coursework in a state-approved Certificate of Achievement with no less than a "C" or "P" in each course.
3. Achieve a cumulative grade point average of no less than 2.0 in applicable college coursework.

**Note:** Universities have limitations on the number of units that can be taken "pass-no pass" and therefore it is strongly recommended that students take all major coursework for a letter grade.

4. Complete at least 12 semester units in residence at the college granting the certificate.
5. Apply for your Certificate. The Certificate of Achievement is not automatically awarded when you complete the requirements. File an application by the established deadline for the Certificate of Achievement in the Counseling Office during the same semester in which you plan to finish the requirements.

### Certificates of Achievement Available:

- Addictive Disorders Studies
- Addictive Disorders Studies for Alcohol/Drug Counselors
- Addictive Disorders Studies in the Criminal Justice System
- Administrative Assistant
- Air Conditioning and Refrigeration
- Automation and Control Systems
- Automotive Body and Fender Repair
- Automotive Technology
- Business Management
- Computer Networking/Information Technology
- CSU GE-Breadth
- Culinary Arts
- Dental Assisting
- Film, Television and Electronic Media Production
- Firefighter I Academy
- Fire Technology
- Hospitality Management
- Human Services
- IGETC
- Paralegal Studies
- Restaurant Management

