



Southwestern College Continuing Education

PETITION FOR NONCREDIT CERTIFICATE COMPLETION/COMPETENCY IN OFFICE SUPPORT FUNDAMENTALS

To Student:

- Add your contact information.
- Include the year of completion for each class to any certificate you want (you may complete more than one certificate).
- Return this completed form to Continuing Education at HEC Otay Mesa, 8100 Gigantic Street, Bldg. 4100, Room 4106 or email it to continuinged@swccd.edu
- Certificates will be available for pick up 7-10 days after form is received in Continuing Education, or the certificates can also be emailed to you if you prefer.

Student Contact Information:

Full name:	SWC Student ID:
Address:	Date of Birth:
City: State: Zip:	Email:
Signature: Date:	Phone #:
Select one: <input type="checkbox"/> Please email me my certificate(s) OR <input type="checkbox"/> I will pick up my certificate in person from Continuing Education at HEC Otay Mesa	

Office Support Fundamentals: Beginning Certificate of Completion NC053 (24 hours)

I have successfully completed (passed) the following courses:

NC 200: Introduction to Basic Keyboarding (8 hours) - Year: _____

NC 198: Introduction to Basic Microsoft Work (8 hours) - Year: _____

NC 185: Introduction to Basic PowerPoint (8 hours) - Year: _____

Office Support Fundamentals: Intermediate Certificate of Completion NC054 (24 hours)

I have successfully completed (passed) the following courses:

NC 024: Introduction to Basic Microsoft Excel Spreadsheets (8 hours) - Year: _____

NC 186: Introduction to Basic Business English (8 hours) - Year: _____

NC 187: Introduction to Office Assistant and Employment (8 hours) - Year: _____

Office Support Fundamentals: Advanced Certificate of Completion NC055 (48 hours)

I have successfully completed (passed) the following courses:

NC 200: Intro. to Basic Keyboarding (8 hours) - Year: _____

NC 198: Intro. to Basic Microsoft Work (8 hours) - Year: _____

NC 185: Intro. to Basic PowerPoint (8 hours) - Year: _____

NC 024: Intro. to Basic Microsoft Excel Spreadsheets (8 hours) - Year: _____

NC 186: Intro. to Basic Business English (8 hours) - Year: _____

NC 187: Intro. to Office Assistant and Employment (8 hours) - Year: _____

Office Use Only

Review of Petition

- ☐ Petition is APPROVED. Your certificate will be emailed (virtual) or may be picked up in Continuing Education at the HEC Otay Mesa, Bldg.4100, Room 4106.
- ☐ Petition is DENIED pending satisfactory completion of required classes and hours.

Signatures

Staff Signature _____ Date: _____