

Burnaby COMMUNITY & CONTINUING EDUCATION

Career Training for Adults

Application for graduation Administrative Assistant certificate

The student must successfully take the required courses, then complete this form and submit it to the registration office.

5325 Kincaid St. Burnaby BC / Email: burnabyccce@sd41.bc.ca / Tel: 604-296-6901.

Credit may be given for up to 3 courses taken at other schools. Proof must be provided. All courses must be taken within 3 years of graduation.

First Name: _____ Last Name: _____

Date: _____ Email: _____

Course	Date completed (student to fill in)	Admin Office to complete this area
Computer Keyboarding		
Microsoft Word Level 1		
Microsoft Word Level 2		
Windows: File Management		
Excel Level 1		
Excel Level 2		
Power point workshop		
Business Office Communications		
Office Skills for Valuable Employees		
Typing speed of 50 wpm (must book a test)		

Comments: _____

Signature of Records Clerk

