

**Application for graduation
 Administrative Assistant certificate (part time)**

Once the student has successfully completed the required courses, they must complete this form and submit it to the registration office.

5325 Kincaid St. Burnaby BC or Email: BcceRecords@burnabyschools.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 address: _____

Tel: _____

Course	Date completed (student to fill in)	Records Department 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		
Intro to Access		
Microsoft Outlook		
Typing speed of 50 wpm (submit proof)		

Comments: _____

 Signature of Records Clerk