

## Dorothy Edwards Scholarship & Internship

Dorothy Edwards was a teacher at ARC from 1960 to 1975, in the former Office Administration Department. Dorothy was a dedicated instructor with a sincere interest in her students. As a result of her desire to perpetuate that dedication and interest, she arranged to bequeath a major portion of her personal estate to the college to provide scholarships.

If interested in either of these scholarships please contact:

- [Roietta Fulgham](#) at 484-8258
- Business Technology Center at 484-8648

<b>Internship:</b>	<b>Dorothy Edwards Memorial Internship Business Technology (Office Administration)/Business</b>
<b>Donor:</b>	Friends of Marie Perino
<b>Amount:</b>	\$3,240
<b>Quantity:</b>	2
<b>Cumulative GPA:</b>	2.50
<b>Qualifying Major:</b>	Administrative Assistant, Office Administration, Office Technology, Office Careers: Fast Track, Office Assistant Training, Virtual Office Professional, General Business, Law Office Assistant
<b>Current Enrollment Status:</b>	1/2 (6 to 8.5 units)
<b>Gender:</b>	Not Applicable
<b>Ethnicity:</b>	Not Applicable
<b>Transferring/Continuing:</b>	Continuing
<b>Units Completed:</b>	6.00
<b>Additional Requirements:</b>	<ol style="list-style-type: none"><li>1. Must have completed 6 units in one of the majors above with a GPA of at least 2.5.</li><li>2. One letter of recommendation from a Business Technology, Business, or Legal Assisting faculty member.</li><li>3. Keyboarding skills must be verified in the letter of recommendation—minimum 35 wpm.</li><li>4. Submit a resume, an application, a letter of recommendation, and transcript to the Career Center or Business Technology department by the filing deadline (usually in February or March).</li><li>5. This is a work scholarship. You will work for two semesters—360 hrs (9 hrs/per week at \$9 per hour for a total of 360 hours which equals \$3,240).</li></ol>

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<b>Scholarship:</b>	<b>Dorothy Edwards Memorial Scholarship Business Technology (Office Administration)/Business</b>
<b>Donor:</b>	Friends of Marie Perino
<b>Amount:</b>	\$1,250.00
<b>Quantity:</b>	1
<b>Cumulative GPA:</b>	3.00
<b>Qualifying Major:</b>	Administrative Assistant, Office Administration, Office Technology, Office Careers: Fast Track, Office Assistant Training, Virtual Office Professional, General Business, Law Office Assistant
<b>Current Enrollment Status:</b>	1/2 (6 to 8.5 units)
<b>Gender:</b>	Not Applicable
<b>Ethnicity:</b>	Not Applicable
<b>Transferring/Continuing:</b>	Continuing
<b>Units Completed:</b>	12.00
<b>Additional Requirements:</b>	<ol style="list-style-type: none"><li>1. Must have completed 12 units in one of the majors above with a GPA of at least 3.0.</li><li>2. One additional letter of recommendation from a Business Technology, Business, or Legal Assisting faculty member.</li><li>3. Submit a resume, an application, a letter of recommendation, and transcript to the Career Center or Business Technology department by the filing deadline (usually in February or March).</li></ol>