



CERTIFICATE OF COURSE COMPETENCY

The undersigned parties certify that _____
of _____ High School has completed the requirements for the
following College Tech Prep competency based course with a grade of B (3.0) or better.



CAP 139 Document Processing 90 hours/5 credits

An advanced formatting course designed to give students practice using the advanced features of MS Word while working under the stress that may result when a time element is added to getting the work produced.

The student is eligible to receive college credit for this course according to the provisions of the articulated Tech Prep agreement between the high school and colleges.

High School Instructor Date

Principal Date

Vocational Director Date

Competencies for this course are listed on the reverse side