



# 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.

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**BUS 100 Electronic Math Applications 3 credits/BTC**  
Focuses on application of the electronic calculator to business transactions and accounting activities. Students will develop speed on the 10-key by touch method.

~ *OR* ~



**OFFAD 106 Using an Electronic Desk Calculator 2 credits/WCC**  
Covers the basic functions and memory features of the electronic printing calculator. Speed and accuracy stressed through extensive drill and practice.

Whatcom Community  
College

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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

\_\_\_\_\_  
CTE Director                                      Date

*Competencies for this course are listed on the reverse side*