



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 142 MS Excel 90 clock hours/5 credits BTC
This course provides a practical hands-on approach to developing
the skills to use the powerful spreadsheet application, MS Excel.
Students will use Excel to organize & analyze data, perform
numerical calculations & illustrate relationships in numerical data by
displaying charts.

~ or ~



BIS 141 Spreadsheets I 3 credits WCC
Introductory course in spreadsheets. Covers basics of spreadsheet
creation, formatting & editing; introduces numeric data analysis tools
(functions), graphs, tables & arrays.

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