



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.



OFFAD 100 Beginning Keyboarding

2 credits / WCC

Basic course covering the touch system on the keyboard, with a speed goal of 20-30 wpm, using a computer. Instruction on the use of numbers, letters and symbols.

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