



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 138 MS Word

5 credits

Students get hands-on instruction using the commands and features of Word for Windows to create simple to complex business documents.

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