



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 106 Formatting with MS Word BTC / 4 credits
Introductory course in word processing using MS Word. Covers
core level skills of document creation, formatting/editing; introduces
“styles”, graphics & various types of standard formats.

~ *or* ~



BIS 121 Word Processing I WCC / 3 credits
Introductory course in word processing. Covers basics of
document creation, formatting and editing; introduces “styles”,
graphics, and various types of standard formats.

Whatcom Community
College

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