



**CERTIFICATE OF COURSE COMPETENCY**

The undersigned parties certify that \_\_\_\_\_ of \_\_\_\_\_ High School has completed the requirements for the following Basin Tech Prep Consortium competency based course with a grade of B (3.0) or better.

**OFF 102 Document Formatting**

**1—5 credits**

This course gives primary emphasis to the formatting of business documents using Microsoft Word. It also continues with speed and accuracy.

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 college.

\_\_\_\_\_  
CTE instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mary R. Shannon, Tech Prep Director

\_\_\_\_\_  
Principal or CTE Director

\_\_\_\_\_  
Date



October 2009

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