

# CERTIFICATE OF COMPLETION

HURON AREA TECHNICAL CENTER

INFORMATION MANAGEMENT SYSTEMS PROGRAM

**JONATHAN HENDERSON**

## BUSINESS CORE COMPETENCIES

*Checkmark indicates completion of task.*

- |                                   |                                     |                                 |                                     |
|-----------------------------------|-------------------------------------|---------------------------------|-------------------------------------|
| ❖ Keyboarding                     | <input checked="" type="checkbox"/> | ❖ Time Management/Office Safety | <input checked="" type="checkbox"/> |
| ❖ Introduction to Computers       | <input checked="" type="checkbox"/> | ❖ Document Formatting           | <input checked="" type="checkbox"/> |
| ❖ Telephone/Mail/Fax              | <input checked="" type="checkbox"/> | ❖ Windows OS – File Management  | <input checked="" type="checkbox"/> |
| ❖ Composition/Punctuation         | <input checked="" type="checkbox"/> | ❖ Microsoft Office Introduction | <input checked="" type="checkbox"/> |
| ❖ Business Calculation/Checkbooks | <input checked="" type="checkbox"/> | ❖ Business Finance              | <input checked="" type="checkbox"/> |

*Kim Schadd*

Program Instructor

*Marlene Bailey*

Principal

June 2008

Date

 HATC

*Doug Hand*

Assistant Principal