

Student Name \_\_\_\_\_ Instructor Name \_\_\_\_\_

High School or Vocational Center \_\_\_\_\_ Grade \_\_\_\_\_



**COMPETENCY RECORD FOR ARTICULATION**

**Muskegon Community College**

**BUS182C -- Office Procedures II – Document Production (Using Word 2007) -- 3 credits**

Please check below each skill the student has mastered as described, with 80 percent accuracy, or with an A or B grade. The skills needed for articulation of each course are listed.

Task	Satisfactory	Unsatisfactory
<b>STUDENTS SHOULD BE ABLE TO DO THE FOLLOWING:</b>		
Type from straight copy for five minutes with 52 wpm or better and no more than 5 errors. Speed _____ Errors _____		
Produce single- and multiple-page memorandum with header		
Produce single- and multiple-page block style letter with header		
Produce single- and multiple-page modified block style letter with header		
Produce letters using open and mixed punctuation		
Produce letter with attention line		
Produce letter with reference line		
Produce letter with postscript		
Produce letter with blind copy notation		
Produce letter with enumerated and bulleted items		
Produce a standard size envelope		
Produce a multiple-page unbound and leftbound report with header from unarranged copy with page numbering using section breaks (use the style gallery for the title and headings)		
Produce a long report (proposal) with endnotes and footnotes, page numberings, etc.		
Produce a table of contents for a leftbound report and a proposal		
Produce a title page, executive summary, and transmittal memo to accompany a business report		
Produce headers and footers and use the style gallery		
Produce an agenda		
Produce an itinerary		

Task	Satisfactory	Unsatisfactory
Produce merged letters using the merge function and complete a sort and query		
Proofread all documents with 100% accuracy		
Produce the above documents at an n pram of 20 or better during a 30-minute period		
<b>Manipulate the Word environment including:</b>		
Locating, opening, maximizing, minimizing, and closing Word on a Windows desktop		
Creating, naming, renaming, locating, saving and deleting Word files		
Displaying and using buttons, views, tabs, panes, ribbons, groups, and menus		
Work in various view		
Working with multiple documents		
<b>Use Intermediate Word 2007 skills including:</b>		
Cutting, copying, pasting, and moving blocks of text		
Use shortcut keys, mini toolbars, quick access toolbar, and style galleries		
Use cursor movement keys		
Use formatting commands (bold, italic, underline, font size, font effects, font type, character spacing, etc.)		
Use themes and styles		
Reveal formatting		
Use cursor movement keys		
Apply paragraph formats including alignment, borders, shading, indentation (left, right, hanging, first-line), line spacing, before and after spacing		
Using Word's widow/orphan feature		
<b>Create a customized bulleted or numbered list (multi-level)</b>		
<b>Create and modify tabs</b>		
<b>Create, revise, and format tables including:</b>		
Adjust column widths and row heights		
Insert and delete columns and rows		
Merge and split cells		
Apply borders and shading		
Use tabs in tables		
Create formulas		
Apply table styles		
Alignment text and text direction		

Task	Satisfactory	Unsatisfactory
<b>Print and setup documents including:</b>		
Adjust margins		
Change page orientation and layout		
Preview and print documents and page ranges		
<b>Manage files and folders</b>		
<b>Demonstrate the ability to use special features including:</b>		
Undo and redo		
Spelling and Grammar checker		
Thesaurus		
Find and Replace feature		

**Instructor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_