

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

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

**COMPETENCY RECORD FOR ARTICULATION**  
**Muskegon Community College**  
**Business Services and Technology**  
**BUS 187A Records Management – 2 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.

Tasks	Satisfactory	Unsatisfactory
List the five stages in the life cycle of a record		
Define each of the following:  Character, Field, Record, File, Database		
Define each of the following terms:  Guide, Folder, Tab		
Explain incoming and outgoing mail		
Explain individual and general folders		
List six steps to be followed to store a record when filing alphabetically		
Tell the difference between a time stamp and a release mark		
Code and cross-reference letters and other items		
Apply the basic rules of alphabetic filing as approved by South Western or Gregg		
File and retrieve records in a numeric system using a card file, an accessions log, and an alphabetic miscellaneous file		
Define terminal-digit filing		
Briefly, explain the use of chronological filing		
Index, file, and retrieve records according to the geographic filing method		
Use a database, such as Access, to complete the following microcomputer applications:  <b>Create and edit a database. Create subsets and queries. Apply sorts and multiple sorts.</b>		
Explain charge-out and follow-up procedures used in record control		
Explain active, inactive, and vital records		
Complete a filing practice set integrating filing rules and computer applications using Access		
• Set up an alphabetic system, index, code, cross-reference, and file cards and correspondence along with computer application		

<b>Tasks</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
• Retrieve correspondence, charge-out, and follow-up on the return of charged-out correspondence		
• Set up and use numeric filing methods (consecutive and terminal digit) along with computer application		
• Set up and file correspondence using the subject method along with computer application		

Access 2007 is currently used for this course. Next course in sequence--none

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