

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

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

**COMPETENCY RECORD FOR ARTICULATION**  
**Muskegon Community College**  
**Graphic Arts**

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.

**GRD 100 ID**  
**Introductions to Indesign**  
**1 Credit Hour**

| Task  | Satisfactory | Unsatisfactory |
|---|--------------|----------------|
| Demonstrates the ability to create, open, and save documents in InDesign CS3 software in various file formats including native files, and pdfs              |              |                |
| Demonstrates utilizing InDesign CS3 software's keyboard shortcuts   |              |                |
| Demonstrates knowledge of InDesign CS3 major menu items and their primary submenus and commands   |              |                |
| Demonstrates knowledge and ability to use InDesign's major tools in its tool boxes  |              |                |
| Demonstrates knowledge of InDesign's major palettes   |              |                |
| Demonstrates the ability to reposition and adjust their documents view using the navigator palette, zoom tool and saving various views of the same document |              |                |
| Demonstrates the ability to manipulate character, paragraph and page attributes   |              |                |
| Demonstrates the ability to work with text frames, graphic frames, tabs and tables  |              |                |
| Demonstrates the ability to work with preparing documents for packaging and exporting   |              |                |
| Student will complete all in text exercises in the current CS3 text book, Adobe InDesign CS3 Revealed by Chris Botello                                      |              |                |
| Students will create two Indesign layout projects including a brochure and flyer or newsletter.   |              |                |

Instructor's

Signature \_\_\_\_\_

Date \_\_\_\_\_