

Student Name _____ Instructor Name _____

High School or Vocational Center _____ Grade _____

COMPETENCY RECORD FOR ARTICULATION
Muskegon Community College
Business Services and Technology

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.

BUS 182C
Office Procedures II – Document Production
(Using Microsoft Word 2010)
3 Credit Hours

Task	Satisfactory	Unsatisfactory
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 various tables using various formatting		
Produce a table using leader tabs		
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		

Task	Satisfactory	Unsatisfactory
Produce headers and footer and use the style gallery		
Produce an agenda		
Produce an itinerary		
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		
Manipulate the Word environment including:		
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 views		
Working with multiple documents		
Use Intermediate Word 2007 skills including:		
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		
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		
Create a customized bulleted or numbered list (multi-level)		
Create and modify tabs		
Create, revise, and format tables including:		
Adjust column widths and row heights		
Insert and delete columns and rows		
Merge and split cells		
Apply borders and shading		

Task	Satisfactory	Unsatisfactory
Use tabs in tables		
Create formulas		
Apply table styles		
Alignment text and text direction		
Print and setup documents including:		
Adjust margins		
Change page orientation and layout		
Preview and print documents and page ranges		
Manage files and folders		
Demonstrate the ability to use special features including:		
Undo and redo		
Spelling and Grammar checker		
Thesaurus		
Find and Replace Feature		

Instructor's Signature _____ Date _____