

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 CS5 software in various file formats including native files, and pdfs		
Demonstrates utilizing InDesign CS5 software's keyboard shortcuts		
Demonstrates knowledge of InDesign CS5 major menu items and their primary submenus and commands		
Demonstrates knowledge and ability to use InDesign's major tools in it's toolboxes		
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 CS5 textbook, Adobe InDesign CS5 Revealed by Chris Botello		
Students will create two InDesign layout projects including a brochure and flyer or newsletter.		

Instructor's Signature _____ Date _____