

Student Name _____ Instructor Name _____

High School or Vocational Center _____ Grade _____

COMPETENCY RECORD FOR ARTICULATION
Muskegon Community College
Computer Information Systems



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.

CIS 102EW
Intermediate Electronic Spreadsheets (Excel)
1 Credit Hour

Task	Satisfactory	Unsatisfactory
STUDENTS SHOULD BE ABLE TO DO THE FOLLOWING:		
Meet all the requirements for CIS101EW		
Manage files and folders		
Create workbooks from templates		
Save using various names and file formats		
Use functions including sum, min, max, average, IF, nested IF, today, now, count, round, lower, upper, proper, text, trim, left, mid, right, PV, FV, PMT		
Import and export data including:		
Import data to Microsoft Excel		
Export data from Excel		
Publish worksheets and workbooks to the Web		
Managing Workbooks including:		
Create, edit, and apply templates		
Create workspaces		
Use data consolidation		
Split the worksheet window		
Freeze and unfreeze panes		
Specify print titles and options		
Use the page break preview mode		
Grouping worksheets and using 3-D formulas		
Format numbers including:		
Create and apply custom number formats		
Use conditional formats		

Task	Satisfactory	Unsatisfactory
Working with ranges including:		
Use named ranges in formulas		
Use Lookup and Reference functions		
Customize Excel including:		
Customize toolbars and menus		
Create, edit and run basic macros		
Audit worksheets including:		
Audit formulas		
Locate and resolve errors		
Identify dependencies in formulas		
Summarize data including:		
Use subtotals with lists and ranges		
Define and apply filters		
Add group and outline criteria to ranges		
Use data validation		
Retrieve external data and create queries		
Create Extensible Markup Language (XML) Web queries		
Use COUNTIF and SUMIF functions		
Analyze data including:		
Calculate/add trendlines to charts		
Create One-Input and Two-Input data tables		
Create a Microsoft PivotTable, Microsoft PivotChart, and PivotTable and PivotChart reports		
Forecast values with what-if analysis		
Create and display scenarios		
Use Goal Seek		
Workgroup Collaboration including:		
Modify passwords, protections, and properties		
Create a shared workbook		
Track, accept, and reject changes to workbooks		
Merge workbooks		

Instructor's Signature _____

Date _____