
Student Name

High School or Vocational Center

COMPETENCY RECORD FOR ARTICULATION

**Office Administration Programs
Baker College**

Please check below each skill the student has mastered as described, with a minimum of 80 percent accuracy, or with an A or B grade.

WPG098 Keyboarding

Task	Satisfactory	Unsatisfactory
Type a minimum of 25 gross words a minute (gwam) using the touch method with a maximum of five errors on 3-minute timed writings.		
Demonstrate the ability to master the letter keys, symbol keys, and traditional number keys on the top row with the correct fingers using the touch system as instructed and demonstrated in class and in the textbook. This objective will be measured by the instructor's observation.		
Demonstrate the ability to master the numeric keypad on a personal computer with the correct fingers using the touch system as instructed and demonstrated in class and in the textbook. This objective will be measured by a hands-on demonstration.		
Demonstrate an understanding of the word processing software applications and theory presented in class by completing all written and hands-on tests and final exam with at least 80 percent accuracy. Evaluation will be based on the ability to understand, execute, and recall these word processing applications:		
a. Names of computer parts and names of parts of Word window.		
b. Creating, saving, closing, and opening documents		
c. Editing features:		
1. How to navigate in a document.		
2. Insert/typeover		
d. Printing documents on a laser printer		
e. Selecting & Formatting characters		
1. Bold		
2. Italicize		
3. Underline		

Task	Satisfactory	Unsatisfactory
4. Change the type style and type size.		
f. Formatting lines and page		
1. Centering text and centering page.		
2. Changing line spacing		
3. Default tabs		
4. Changing top, bottom, and side margins		
g. Preparing Word Documents		
1. Interoffice Memorandum		
2. Block Style business letter		
3. Short Report		
4. Left-bound report		
Complete 100 percent of the assigned homework from the text and/or keyboarding software with a "B" grade or higher to include memorandum preparation, business letter preparation, and simple report preparation.		

Average 3-minute Timing Speed _____ Errors _____

Grading scale for timed writings:

A = 30+ gwam with 0-5 errors, B = 25-29 gwam with 0-5 errors,
 C = 20-24 gwam with 0-5 errors, D = 15-19 gwam with 0-5 errors

Teacher signature _____ Date _____