

Student Name _____

High School or Vocational Center _____

COMPETENCY RECORD FOR ARTICULATION

Baker College

To successfully complete this course, all performance objectives must be fulfilled with a minimum score of 60%. This will be determined through testing and lab projects.

WPG 101B OFFICE GRAMMAR SKILLS

Task	Satisfactory	Unsatisfactory
The student must obtain a C- or better to advance to WPG221, WPG224, and OAD201. To pass this course, each student will accomplish the following:		
Demonstrate an understanding and the correct usage of each of the following subject areas by completing a test on each subject with at least 70 percent accuracy:		
a. Grammar and subject/verb agreement.		
b. Commas, semicolons, other punctuation marks.		
c. Number style.		
d. Capitalization.		
Demonstrate knowledge of publications available for the office worker by preparing a short written review of an article about office skills/practices with a C- grade or better. Evaluation will be determined by correct use of appropriate grammar skills and the quality of the article summary.		
Demonstrate the ability to use an office reference manual to locate and review subject matter and rules covered in the course work by completing a timed test with 70 percent accuracy.		
Demonstrate the correct use of frequently misused words and homonyms by completing with 70 percent accuracy weekly quizzes on misused words and homonyms.		
Demonstrate the ability to format, compose, proofread, and edit various business documents through completion of in-class graded activities.		
Demonstrate comprehension of the material presented by completing a pretest at the beginning of the course and then completing a posttest with 70 percent accuracy at the end of the course.		

Task	Satisfactory	Unsatisfactory
Demonstrate the ability to use the Internet to locate Web sites for additional coverage of topics or for additional practice. The instructor will observe and subjectively evaluate the student's use of these Web sites during class activities and discussion.		
Use word processing software on computers to create appropriate office documents and process information.		
Demonstrate the ability to compose professional e-mail documents following e-mail netiquette.		

Teacher signature _____ Date _____