

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 80 percent accuracy, or with an A or B grade. The skills needed for articulation of each course are listed.

WPG 122 INTRODUCTION TO DOCUMENT PROCESSING

Task	Satisfactory	Unsatisfactory
The student must possess a C- or better to advance to WPG123.		
Demonstrate the ability to keyboard at a minimum of 25 gross words a minute using the touch method with a maximum of five errors on five 5-minute timings. Only timings with five or fewer errors will be acceptable. The gwam grading scale is as follows: 35+ = A 31-34 = B 25-30 = C 20-24 = D		
Demonstrate the ability to analyze typographical errors and determine corrective practice following the Cortez Peters' methodology and complete 100 percent of assigned Cortez Peters drills.		
Demonstrate an understanding of preparation and editing of the following office documents:		
a. Memo preparation.		
b. Business letter formats and envelopes.		
c. Letters with notations, such as reference line, enclosure notations, copy notations, etc.		
d. Simple reports with title page, long quotations, references, and headers and footers.		
Develop office proofreading skills, such as finding mistakes in spelling, punctuation, capitalization, and/or grammar that need to be corrected.		
Apply the following features from the word processing environment:		
a. Determining and setting left, right, center, and decimal tabs using the dialog box or the vertical ruler.		
b. Editing documents: 1. Cursoring and scrolling.		
2. Deleting text.		

Task	Satisfactory	Unsatisfactory
3. Inserting text.		
4. Selecting text.		
5. Accessing show/hide.		
6. Using the spell checker.		
7. Using redo and undo.		
8. Using print preview and zoom view.		
9. Using a non-breaking space.		
10. Using Auto Correct.		
11. Cutting and pasting.		
12. Inserting special symbols.		
13. Inserting automatic borders.		
14. Copying text.		
15. Overtyping.		
16. Click and type.		
17. Format Painter.		
c. Page layout:		
1. Margins.		
2. Tabs.		
3. Indents: left, hanging, and first line.		
4. Numbered lists.		
5. Bulleted lists.		
6. Using the shrink to fit feature.		
7. Centering text (vertically and horizontally).		
8. Date text and date code.		
d. Character formatting:		
1. Bold.		
2. Underlining.		
3. Italics		
4. Fonts.		
e. Line spacing.		
f. Maintaining documents:		
1. Saving a document.		
2. Opening a document.		
3. Renaming a document.		
g. Using Find and Replace.		
h. Using the Help feature and Office Assistant.		
j. Using the Thesaurus.		
k. Using the Grammar Check.		
l. Using the Envelopes and Labels Dialog Box.		
m. Create tables incorporating the following features:		
1. Change column widths and table position.		
2. Formatting cell/column justification and appearance.		

Task	Satisfactory	Unsatisfactory
3. Inserting/deleting rows and columns.		
4. Changing line/border styles.		
5. Shaded fill.		
6. Table, autoFormat and autoFit.		
n. Inserting the following report features:		
1. Page numbering and page numbering suppression.		
2. Headers.		
3. Footers.		
4. Footnotes.		
5. Works cited page.		
6. Hard page breaks.		
o. Printing documents:		
1. Printing specific parts.		
2. Printing the full document.		
Complete a communications group project to include Literacy Skills, Cultural Diversity, Global Awareness, Professional Etiquette/Appropriate Professional Behavior, and/or Customer Service based on various grammatical, punctuation, proofreading and editing concepts.		

Possible grading scale on typed documents: 0 errors = A; 1 error = B; 2 errors = C; 3 errors = D

Students meeting all of the above criteria will receive credit for WPG122 and should enroll in WPG123. (Minimum speed for a "B" in WPG123 is 40 GWAM).

Students meeting the above criteria but typing between 25-30 gwam will receive credit for WPG098 Keyboarding.

Teacher signature _____ Date _____