

Student Name _____

High School or Vocational Center _____

COMPETENCY RECORD FOR ARTICULATION

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.

WPG224 ADVANCED DOCUMENT PROCESSING

Task	Satisfactory	Unsatisfactory
To pass this course, each student will accomplish the following:		
Type a minimum of 45 gross words per minute, using the touch method, with no more than a maximum of five errors on five 5-minute timings. The grading scale is: 55+ = A 45 – 49 = C 50 – 54 = B 41 – 44 = D		
Demonstrate the ability to format reports with styles, footnotes, and endnotes.		
Create a report with different page number formats.		
Create a report with a Table of Contents and Index.		
Create, run, and edit macros.		
Use the customization features for toolbars and menus.		
Create and use forms.		
Apply styles.		
Modify styles and templates.		
Create master documents and subdocuments.		
Model teamwork skills to collaboratively write and edit a document.		
Use Word 2003 templates to format meeting and other business documents.		
Create and save documents as web pages to enable world-wide communication.		

Teacher signature _____ Date _____