Student Name_____Instructor Name_____

High School or Vocational Center_____Grade_____

COMPETENCY RECORD FOR ARTICULATION
Muskegon Community College
Business Services and Technology

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.

BUS 179
Keyboarding
1 Credit Hour

Task	Satisfactory	Unsatisfactory
Demonstrate correct keyboard techniques: Correct posture Fingers curved, correct finger positions Wrists off keyboard Touch Method (Eyes on Copy)		
Key at 25 wpm for one minute with no more than two errors—eyes on copy and using correct finger position		
Demonstrate correct spacing for punctuation: period, comma, question mark, semicolon, colon, hyphen, dash		
Demonstrate correct formatting for paragraphs		

Keyboarding does not require a next sequential course.

Instructor's Signature_____Date_____