Student Name_____Instructor Name_____

High School or Vocational Center_____Grade_____

COMPETENCY RECORD FOR ARTICULATION
Muskegon Community 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.

CIS-100
Introduction to Personal Computers
1 Credit Hour

Task	Satisfactory	Unsatisfactory
Know how to use basic feature of Windows Operating System		
Understand how the File system functions		
Be able to Multitask		
Understand the naming conventions of the system		
Learn how to use basic word processing applications		
Understand basic functionality of applications		
Be able to work with various applications, and link them		
Understand basic functions of browsers		
Know how to set up computer security		
Understand the functions and operations of an LMS		
Understand the basic functions of Outlook email and calendaring system		
Understand how hardware and software function		

Task	Satisfactory	Unsatisfactory
		2

Instructor's Signature_____Date_____