

**Using the Matrix:** Identify the statement in columns A, B, or C that best describes your level for each editing category. Students are required to demonstrate competency in several editorial tasks, in addition to completing all required assignments and meeting specific minimums. If you primarily identify with statements from the A or B columns, you may benefit from the Certificate in Editing. If you primarily identify with statements from the C column, the Certificate in Editing may not be right for you at this time.

	<b>A</b>	<b>B</b>	<b>C</b>
<b>Reading and Writing</b> <i>If English is not your native language, you must have advanced English skills to qualify for this program. To see if you qualify, refer to the C1 level on the <a href="#">CEFR self-assessment grid</a>.</i>	<p>I can read with ease virtually all written forms that use American English.</p> <p>I can write complex letters, reports, or articles with clarity and an effective logical structure. I can write clear summaries and reviews of professional or literary works.</p>	<p>I can understand long and complex texts that use American English.</p> <p>I can express myself in clear, well-structured text. I can write about complex subjects in a letter, an essay, or a report. I can select a style appropriate to the reader.</p>	<p>I can read articles and reports concerned with contemporary problems and can understand contemporary literary prose.</p> <p>I can write text on a wide range of subjects.</p>
<b>Research</b> <i>Pursuit of learning, inquiry or examination of data or information about any subject.</i>	<p>I'm able to engage with multimedia reference materials, search databases, and categorize inquiries by discipline or area to document and interpret information.</p>	<p>I can use a dictionary or reference source to independently look up words to improve the understanding of text. I can conduct research and use multiple reference sources.</p>	<p>I need support navigating research tools and sources.</p>
<b>Word Processors</b> <i>Microsoft Word, Google Docs, Pages, etc.</i>	<p>I use a word processor frequently. I may use it for letters, academic papers, essays, creating forms and templates, and embedding elements such as charts and hyperlinks. I am proficient with Microsoft Word.</p>	<p>I use a word processor occasionally. I may use it for letters, academic papers, and essays, or for creating forms or templates. I am familiar with basic uses of Microsoft Word.</p>	<p>I use a word processor infrequently for documents such as letters or essays.</p>
<b>Communications</b> <i>Email, Outlook, Slack, Microsoft Teams, Discord, Canvas LMS, etc.</i>	<p>I frequently use several email accounts and channels. I know how to set up auto-reply, sync my accounts to my calendar, and other functions.</p>	<p>I frequently use several email accounts and channels.</p>	<p>I occasionally use email for personal and/or professional communication.</p>
<b>File Management</b> <i>Saving and organizing files on a desktop, cloud, or other networks.</i>	<p>I utilize multiple cloud-storage options and desktop-storage options and can easily navigate between them.</p>	<p>I know how to manage files on my desktop or through cloud storage, and I can tell where I'm saving them.</p>	<p>I know how to manage files on my desktop or on my phone, but I'm not sure if they are on my machine or in the cloud.</p>
<b>Exploration and Experimentation</b> <i>What is your comfort level with learning new technologies?</i>	<p>I try out and incorporate new tools into my work on a regular basis. I am confident in adopting new tools.</p>	<p>I try out new tools on a regular basis. I can usually navigate them with assistance until I gain confidence.</p>	<p>I prefer to use tools that I am comfortable with. I've used most of my technology tools for five years or more.</p>