

General Education Outcome Communication – Technology

(Utilize verbal and written language
to discuss and comprehend information,
incorporating a variety of technologies, such as texts, data, and images.)

Rubric

Criteria	Exemplary (2)	Met (1)	Unmet (0)	N/A
Basic Computer Literacy	<input type="checkbox"/> Accurately uses appropriate computer/internet terminology.	<input type="checkbox"/> Uses appropriate computer/internet terminology.	<input type="checkbox"/> Does not demonstrate an understanding of computer/internet terminology.	<input type="checkbox"/> N/A
	<input type="checkbox"/> Demonstrates the ability to identify, open and close the appropriate program to utilize for a task.	<input type="checkbox"/> Demonstrates the ability to locate and open/close a specific program.	<input type="checkbox"/> Does not locate or utilize specific programs.	<input type="checkbox"/> N/A
	<input type="checkbox"/> Efficiently store/retrieve files from specific locations.	<input type="checkbox"/> Does not store/retrieve files from specific locations.	<input type="checkbox"/> Does not store/retrieve files.	<input type="checkbox"/> N/A
Use of Electronic or Online Communication Tools	<input type="checkbox"/> Effectively uses email or other electronic tools to communicate with others.	<input type="checkbox"/> Uses email or other electronic tools to communicate with others.	<input type="checkbox"/> Does not use any electronic communication tools.	<input type="checkbox"/> N/A
	<input type="checkbox"/> Includes the use of attachments.	<input type="checkbox"/> Does not include attachments.	<input type="checkbox"/> Does not include attachments.	<input type="checkbox"/> N/A
	<input type="checkbox"/> Frequently utilizes electronic course tools, such as registration or course management programs.	<input type="checkbox"/> Occasionally uses electronic course tools, such as registration or course management programs.	<input type="checkbox"/> Does not use any electronic course tools such as registration or course management programs.	<input type="checkbox"/> N/A

<p>Use of Electronic or Online Resources to Retrieve Information</p>	<p><input type="checkbox"/> Demonstrates a high-level ability to use multiple tools to navigate the internet to locate information relevant to the task.</p>	<p><input type="checkbox"/> Demonstrates a basic ability to navigate the internet and locate information weakly related to the task.</p>	<p><input type="checkbox"/> Does not navigate the internet to successfully locate information related to a specific topic.</p>	<p><input type="checkbox"/> N/A</p>
<p>Use of a Variety of Electronic Resources to Advance Professional or Personal Life</p>	<p><input type="checkbox"/> Demonstrates an initiative to use and develop new technology skills to complete assignments or improve skills unaided or without instruction.</p> <p><input type="checkbox"/> Demonstrates an initiative to use and develop new technology skills to complete assignments or improve skills unaided or without instruction.</p>	<p><input type="checkbox"/> Demonstrates an ability or understanding of how to use new technology to complete assignments.</p> <p><input type="checkbox"/> Completes tasks with instruction.</p>	<p><input type="checkbox"/> Does not use new technology to complete assignments.</p> <p><input type="checkbox"/> Does not use new technology to assist in completion of assignments.</p>	<p><input type="checkbox"/> N/A</p> <p><input type="checkbox"/> N/A</p>
<p>Preparing documents using word processing software</p>	<p><input type="checkbox"/> Create a document using a template(s), select text, use basic formatting commands save the document, add, edit and change text using [text placeholders].</p> <p><input type="checkbox"/> Use the Find and Replace dialogue box to edit text in a document, use AutoCorrect to automatically correct misspellings, and use the right-click to check spelling and grammar.</p>	<p><input type="checkbox"/> Start a new document, save a new document (file path), print a new document, Close a document, and proper use of terminology.</p> <p><input type="checkbox"/> Utilize all aspects of command features to include manual commands, icons, and shortcuts.</p>	<p><input type="checkbox"/> Lacks understanding of Word Processing software or the editing window. Open the editor with instructor assistance.</p> <p><input type="checkbox"/> Lacks understanding of the menu bar, toolbar, and status bar. Utilize menu, toolbar, and status bar with instructor assistance</p>	<p><input type="checkbox"/> N/A</p> <p><input type="checkbox"/> N/A</p>

	<input type="checkbox"/> Divides a document into sections (section breaks), change the page layout settings for each section, insert page breaks, understand automatic pagination. <input type="checkbox"/> Understands and utilizes the print options to include print dialogue box, print drivers, and select a printer.	<input type="checkbox"/> Demonstrates the use of fonts, format text using font list arrow, font style, font size list arrow, and font color gallery document margins and the default document settings, change orientation, margin settings, and paper size. Cut, Copy, and Paste <input type="checkbox"/> Utilizes print preview prior to printing document. Ability to print a specific range of pages and a specific amount of documents.	<input type="checkbox"/> Lacks understanding of fonts, format text using font list arrow, font style, font size list arrow, and font color gallery. Does not understand basic EDIT features. <input type="checkbox"/> Lacks understanding of the basic process of how a document gets printed. This includes choosing the print option.	<input type="checkbox"/> N/A <input type="checkbox"/> N/A
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Score Overview

Exemplary (2)

Accurately uses appropriate computer/ internet terminology. Demonstrates the ability to identify, open and close the appropriate program to utilize for a task. Efficiently store/retrieve files from specific locations. Effectively uses email and other electronic tools to communicate with others. Includes the use of attachments. Frequently utilizes electronic course tools, such as registration or course management programs. Demonstrates a high-level ability to use multiple tools to navigate the internet to locate information relevant to the task. Demonstrates an initiative to use and develop new technology skills to complete assignments or improve skills unaided or without instruction. Demonstrates an initiative to use and develop new technology skills to complete assignments or improve skills unaided or without instruction. Create a document using a template(s), select text, use basic formatting commands save the document, add, edit and change text using [text placeholders]. Use the Find and Replace dialogue box to edit text in a document, use AutoCorrect to automatically correct misspellings, and use the right-click to check spelling and grammar. Divides a document into sections (section breaks), change the page layout settings for each section, insert page breaks, understand automatic pagination. Understands and utilizes the print options to include print dialogue box, print drivers, and select a printer.

Met (1)

Uses appropriate computer/internet terminology. Demonstrates the ability to locate and open/close a specific program. Does not store/retrieve files from specific locations. Uses email or other electronic tools to communicate with others. Does not include attachments. Occasionally uses electronic course tools, such as registration or course management programs. Demonstrates a basic ability to navigate the internet and locate information weakly related to the task. Demonstrates an ability or understanding of how to use new technology to complete assignments. Completes tasks with instruction. Start a new document, save a new document (file path), print a new document, Close a document, and proper use of terminology. Utilize all aspects of command features to include manual commands, icons, and shortcuts. Demonstrates the use of fonts, format text using font list arrow, font style, font size list arrow, and font color gallery document margins and the default document settings, change orientation, margin settings, and paper size. Cut, Copy, and Paste Utilizes print preview prior to printing document. Ability to print a specific range of pages and a specific amount of documents.

Unmet (0)

Does not demonstrate an understanding of computer/internet terminology. Does not locate or utilize specific programs. Does not store/retrieve files. Does not use any electronic communication tools. Does not include attachments. Does not use any electronic course tools such as registration or course management programs. Does not navigate the internet to successfully locate information related to a specific topic. Does not use new technology to complete assignments. Does not use new technology to assist in completion of assignments. Lacks understanding of Word Processing software and the Word program window. Open MS word with instructor assistance. Lacks understanding of the menu bar, toolbar, and status bar. Utilize menu, toolbar, and status bar with instructor assistance Lacks understanding of fonts, format text using font list arrow, font style, font size list arrow, and font color gallery. Does not understand basic EDIT features. Lacks understanding of the basic process of how a document gets printed. This includes choosing the print option.