

## Computer Skills Competency Rubric and Reporting Form

<b>Connors State College Computer Skills Competency Rubric</b>				
<b>Performance Factor</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>
1) Demonstrate basic operating system functions including file management	Student cannot power on the computer and peripherals cannot start an application or use features of an application.	Student can power on a computer and peripherals. Student can start an application and use basic features of an application.	Student can use the mouse and keyboard commands on a computer as well as maintain files on various drives.	Student uses a multiple number of keyboard shortcuts and the mouse to accomplish a variety of tasks on a computer as well as can find files within a directory. Student can also backup data and identify the importance of electronic file management.
2) Access and Navigate the Internet	Student cannot access or navigate the Internet.	Student exhibits limited web search engine skills, requires remediation to perform basic tasks.	Student conducts web searches for information/ research and can download files. The student can utilize search engine skills and uses a variety of search engines determining which are best suited for each individual search.	Student uses advanced features of selected search engines and appropriately revises and refines searches by using selection criteria. Additionally, the student can acquire and download information that is relevant and valid.
3) Demonstrate email skills	Students cannot utilize email applications.	Student sends and receives email.	Student sends and receives email with attachments.	Student sends and receives email with attachments and demonstrates appropriate email etiquette. Student Manages mailboxes organizing email in appropriate folders and can utilize email features such as reply requested, return receipt and out of office notices.
4) Prepare professional documents using a Word Processing application	Students cannot produce a professional document.	Student produces a simple document with a Word Processor.	Student produces formatted documents with a Word Processor applying some formatting and defaults.	Student produces professional documents with advanced formatting functions. Student can incorporate bulleted/numbered lists, tables, graphics, layout features, and headers/footers.

## Connors State College Computer Skills Competency Rubric (Continued)

Performance Factor	Level 1	Level 2	Level 3	Level 4
5) Create professional spreadsheets using a Spreadsheet application	Students cannot create or navigate a basic spreadsheet.	Student can create and navigate a basic spreadsheet and use it to include values.	Student can use spreadsheet in application that requires formatting, formulas and cell references.	Student can use spreadsheets in applications that require formulas, functions and converting the data to charts/graphs. Student can apply complex formatting and specify page layouts techniques.
6) Create & maintain a database utilizing a database application	Student cannot create, navigate or maintain a database.	Student can create and navigate a basic database.	Student can create and maintain a database including basic queries, reports, and forms.	Student can create and maintain a complex database including advanced queries, advanced reports. Students can perform searches and filters for records, update table design, format datasheets, action queries to update records, specify validation rules, default values and formats. Student can utilize Lookup fields, specify referential integrity and use sub datasheets.
7) Create a Presentation using a Presentation application	Student cannot generate a presentation	Student can generate a basic presentation utilizing a template.	Student can create an presentation from a blank slide and include basic slide designs, graphics, slide transitions, and animations.,	Student can create a presentation from a blank slide and can integrate slide designs, graphics, images, and slide transitions, custom animations with timings, slide designs and modification of various shapes. Student can modify slide master.

## Computer Skills Competency Assessment Report Form

**Instructor** \_\_\_\_\_

**Semester** \_\_\_\_\_

Section <i>(Ex. COMS 1133 W01 or AGRI 2113 W02)</i>	Number enrolled	Number completed & assessed	*Number demonstrated proficiency

\*Scored at Level 3 or higher on all 7 Performance Factors by utilizing the Connors State College Computer Skills Competency Rubric.

**Describe any changes made to the course based on the results of this assessment:**