

Computer Skills: Proficiency Standards 2016-17

STANDARD:	NOT PROFICIENT (1)	NEARLY PROFICIENT (2)	PROFICIENT (3)	ADVANCED (4)
<p>1 The student effectively manages resources to complete tasks, as observed by the instructor on a weekly basis.</p> <p>*****</p>	<p>Does not use time, materials, equipment and other resources effectively to complete assigned tasks.</p> <p>*****</p>	<p>Sometimes uses time, materials, equipment and other resources effectively to complete assigned tasks.</p> <p>*****</p>	<p>Consistently uses time, materials, equipment and other resources effectively to complete assigned tasks.</p> <p>*****</p>	<p>Always uses time, materials, equipment and other resources effectively to complete assigned tasks.</p> <p>*****</p>
<p>2 The student will effectively demonstrate the ability to type by touch using correct fingering methods.</p> <p>*****</p>	<p>Unable to type by touch using correct fingering methods at a rate of 15 words per minute with less than 5 errors in a two-minute timing.</p> <p>*****</p>	<p>Able to type by touch using correct fingering methods at a rate of 15-19 words per minute with less than 5 errors in a two-minute timing.</p> <p>*****</p>	<p>Able to type by touch using correct fingering methods at a rate of 20-25 words per minute with less than 5 errors in a two-minute timing.</p> <p>*****</p>	<p>Able to type by touch using correct fingering methods at a rate of more than 25 words per minute with less than 5 errors in a two-minute timing.</p> <p>*****</p>
<p>3 The student can effectively navigate the operating system, create and manage files, access and use peripherals, and utilize Internet resources.</p> <p>*****</p>	<p>Is not able to effectively navigate the operating system, create and manage files in orderly manner, or access and use peripherals. Does not effectively utilize internet resources.</p> <p>*****</p>	<p>Half of the time is able to navigate the operating system effectively, create and manages files in an orderly manner, and access and use peripherals effectively. Generally utilizes internet resources properly.</p> <p>*****</p>	<p>Consistently navigates the operating system effectively, creates and manages files in orderly manner, and accesses and uses peripherals effectively. Consistently utilizes internet resources effectively.</p> <p>*****</p>	<p>Always navigates the operating system effectively, creates and manages files in orderly manner, and accesses and uses peripherals effectively. Always utilizes internet resources effectively.</p> <p>*****</p>
<p>4 Demonstrates effective use of software to produce assigned products.</p> <p>*****</p>	<p>Does not demonstrate effective use of software to produce assigned products.</p> <p>*****</p>	<p>Sometimes (half of the time) demonstrates effective use of software to produce assigned products.</p> <p>*****</p>	<p>Consistently demonstrates effective use of software to produce assigned products.</p> <p>*****</p>	<p>Always demonstrates effective use of software to produce assigned products.</p> <p>*****</p>
<p>4.1 Email</p> <p>*****</p>	<p>Does not complete the two required emails or is missing more than half of the required parts.</p> <p>*****</p>	<p>Completes the two required emails with more than 3 errors with required parts, format, and grammar.</p> <p>*****</p>	<p>Completes the two required emails with all required parts and format. Has 2-3 small errors with format and grammar.</p> <p>*****</p>	<p>Completes the two required emails with all required parts and proper format. May have 1-2 minor errors with grammar.</p> <p>*****</p>
<p>4.2 Office Applications</p> <p>*****</p>	<p>Does not complete at least half of the assigned activities correctly.</p> <p>*****</p>	<p>Completes over half of the assigned activities or has 5 or more errors with application features.</p> <p>*****</p>	<p>Completes assigned activities but has 2-3 errors with application of features.</p> <p>*****</p>	<p>Completes assigned activities correctly. May have 1-2 very minor errors with application features.</p> <p>*****</p>
<p>4.3 Career Documents</p>	<p>Does not complete a resumé & application letter.</p> <p>*****</p>	<p>Completes a resumé & application letter but has 5 or more errors in formatting and/or grammar.</p>	<p>Completes a resumé & application letter but has 2-3 minor errors in formatting and/or grammar.</p>	<p>Completes a resumé & application letter correctly. May have 1-2 very minor errors in formatting and/or grammar.</p>

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<p>*****</p> <p>4.3 Image Tools</p> <p>*****</p>	<p>*****</p> <p>Does not complete image assignments.</p> <p>*****</p>	<p>*****</p> <p>Completes most of the image assignment with 4 or more errors, naming problems, or image management issues.</p> <p>*****</p>	<p>*****</p> <p>Completes all image assignments with less than 3 errors, naming problems, or image management issues.</p> <p>*****</p>	<p>*****</p> <p>Completes all image assignments. May have 1-2 very minor errors, naming problems, or image management issues.</p> <p>*****</p>
<p>*****</p> <p>4.4 Web Site Documents</p> <p>*****</p>	<p>*****</p> <p>Does not complete image not complete at least half of the web site documents.</p> <p>*****</p>	<p>*****</p> <p>Completes more than half of the web site documents with 4 or more errors or missing elements.</p> <p>*****</p>	<p>*****</p> <p>Completes all of the web site documents with no more than 3 errors.</p> <p>*****</p>	<p>*****</p> <p>Completes all of the web site documents. May have 1-2 minor errors.</p> <p>*****</p>
<p>*****</p> <p>4.5 Google Tools</p> <p>*****</p>	<p>*****</p> <p>Does not complete image not complete at least half of the Google documents.</p> <p>*****</p>	<p>*****</p> <p>Completes more than half of Google documents with 4 or more errors or missing elements.</p> <p>*****</p>	<p>*****</p> <p>Completes all of the Google documents with no more than 3 errors.</p> <p>*****</p>	<p>*****</p> <p>Completes all of the Google documents. May have 1-2 minor errors.</p> <p>*****</p>
<p>*****</p> <p>5. Demonstrate knowledge and skills on assessments.</p> <p>*****</p>	<p>*****</p> <p>Does not show knowledge and skills required by the assessment document. Less than half of the assessment items are answered correctly.</p> <p>*****</p>	<p>*****</p> <p>Shows some knowledge and skills required by the assessment document, but does not yet demonstrate proficiency. More than half but less than three fourths the assessment items are answered correctly.</p> <p>*****</p>	<p>*****</p> <p>Shows proficiency with knowledge and skills required by the assessment document. More than three fourths of the assessment items are answered correctly with some errors in content, but shows basic proficiency.</p> <p>*****</p>	<p>*****</p> <p>Demonstrates advanced proficiency with knowledge and skills required by the assessment document. May have 1 or 2 minor errors.</p> <p>*****</p>
<p>*****</p> <p>6 Personal Standards/Work habits/Ethics 7.9.1 Reports to work daily on time; able to take direction, and is motivated to accomplish the task at hand</p> <p>*****</p>	<p>*****</p> <p>Attends class irregularly or is frequently late. Does not follow instructions with guided supervision. Does not display motivation to accomplish task.</p> <p>*****</p>	<p>*****</p> <p>Is absent frequently or periodically late. Follows most instructions but requires significant supervision. Is generally motivated to accomplish a task.</p> <p>*****</p>	<p>*****</p> <p>Attends and is on time. Follows instructions correctly and completes task with appropriate supervision.</p> <p>*****</p>	<p>*****</p> <p>Attends on time and is willing to work outside of class to complete tasks. Follows instruction correctly and completes task with minimal supervision.</p> <p>*****</p>
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