Student's Name			
Course Section #		Semester	
Basic Skills 025 - SLO 1	**Student will be able to identify and use the different hardware components of a computer, including mouse, PC, monitor, keyboard and usb slots and set up logical storage locations on the hard drive to easily store and retrieve information.**		
Basic Skills 025 - SLO 2	**Student will create and manage a personal email address using email a professional email signature.**		
Basic Skills 025 - SLO 4	**Students will be able to understand the ethical / legal issues surrounding the access and use of digital media, including copyright, ownership, licensing and use of proprietary content or software.**		

Criteria	4 - Excellent	3 - Good	2 - Fair	1 - Poor
Understands Basic Operations and Concepts	*Identifies all computer components and software features by name* ◆ *Identifies all components of the Internet (home page, web page, hypertext links, URL)* ◆ *Identifies all peripherals (printer, scanner, camera)*	◆ *Identifies some computer components and software features by name* ◆ *Identifies some components of the Internet (home page, web page, hypertext links, URL)* ◆ *Identifies some peripherals (printer, scanner, camera)*	◆ *Difficulty identifying computer components and software features by name* ◆ *Difficulty identifying components of the Internet (home page, web page, hypertext links, URL)* ◆ *Difficulty identifying peripherals (printer, scanner, camera)*	*Unable to identify computer components and software features by name* ◆ *Unable to identify components of the Internet (home page, web page, hypertext links, URL)* ◆ *Unable to identify peripherals (printer, scanner, camera)*
Saving to a computer, network or USB device.	◆ *Uses computer, network or USB device to save and retrieve documents, access instructional software*	◆ *Has little difficulty saving and retrieveing information/documents from a computer, network or USB device.*	*Has difficulty saving and retrieveing information/documents from a computer, network or USB device.*	◆ *Unable to use computer, network or USB device to save, retrieve documents, access instructional software.*

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Student's Name			
Course Section #		Semester	
Basic Skills 025 - SLO 1	**Student will be able to identify and use the different hardware components of a computer, including mouse, PC, monitor, keyboard and usb slots and set up logical storage locations on the hard drive to easily store and retrieve information.**		
Basic Skills 025 - SLO 2	**Student will create and manage a personal email address using email a professional email signature.**		
Basic Skills 025 - SLO 4	**Students will be able to understand the ethical / legal issues surrounding the access and use of digital media, including copyright, ownership, licensing and use of proprietary content or software.**		
Criteria	**4 - Excellent**	**3 - Good**	**2 - Fair**	**1 - Poor**
Saving to a computer, network or USB device.	♦ Uses computer, network or USB device to save and retrieve documents, access instructional software	♦ Has little difficulty saving and retrieveing information/documents from a computer, network or USB device.	Has difficulty saving and retrieveing information/documents from a computer, network or USB device.	♦ Unable to use computer, network or USB device to save, retrieve documents, access instructional software.
Uses Technology Responsibly and Ethically	Demonstrates respect for the privacy of files, passwords, and intellectual property of others ♦ Uses the Internet to access information on appropriate sites ♦ Always uses appropriate means for crediting sources ♦ Uses copyright laws and includes proper citations for electronic sources	Demonstrates respect for the privacy of files, passwords, and intellectual property of others ♦ Uses the Internet to access information on appropriate sites ♦ Usually uses appropriate means for crediting sources ♦ Attempts to follow copyright laws and includes proper citations for sources	♦ Demonstrates little respect for the privacy of files, passwords, and intellectual property of others ♦ Difficulty using the Internet to access info on appropriate sites ♦ Difficulty using appropriate means for crediting sources ♦ Little attempt to follow copyright laws and include proper citations for electronic sources	♦ Demonstrates no respect for the privacy of files, passwords, and intellectual property of others ♦ Unable to use the Internet to access info on appropriate sites ♦ Unable to use appropriate means for crediting sources ♦ No attempt to follow copyright laws and include proper citations for electronic sources

Student's Name			
Course Section #		Semester	

Basic Skills 025 - SLO 1	**Student will be able to identify and use the different hardware components of a computer, including mouse, PC, monitor, keyboard and usb slots and set up logical storage locations on the hard drive to easily store and retrieve information.**
Basic Skills 025 - SLO 2	**Student will create and manage a personal email address using email a professional email signature.**
Basic Skills 025 - SLO 4	**Students will be able to understand the ethical / legal issues surrounding the access and use of digital media, including copyright, ownership, licensing and use of proprietary content or software.**

Criteria	4 - Excellent	3 - Good	2 - Fair	1 - Poor
Microsoft Word	♦ *Proficiently creates, edits, revises and prints documents* ♦ *Easily uses text features and text tools*	*Adequately creates, edits, revises and prints documents* ♦ *Uses text features and text tools*	*Difficulty creating editing, revising and printing documents* ♦ *Limited ability using text features and text tools*	*Unable to create, edit, revise and print documents* ♦ *Unable to identify software features (cursor, menu, icons, close box, graphics, scroll bar)*
Microsoft Escel	*Fluent using spreadsheets, charts to organize data*	*Adequate use of spreadsheets, charts to organize data*	*Difficulty using spreadsheets and charts to organize data*	*No knowledge on how to use spreadsheets and charts to organize data*
Clip Art	♦ *Demonstrates superior use of clip art graphics and personal illustrations in text documents*	♦ *Demonstrates adequate use of clip art, graphics and personal illustrations in text documents*	♦ *Demonstrates limited use of clip art, graphics and personal illustrations in text documents*	♦ *Unable to use clip art, graphics and personal illustrations in text documents*
Internet - Search Engines	♦ *Proficiently uses search engines to conduct Internet searches*	♦ *Proficiently uses search engines to conduct Internet searches*	♦ *Difficulty using search engines to conduct Internet searches*	♦ *Unable to use search engines to conduct Internet searches* ♦ *Unable to use*
Email	♦ *Student owns an email account and demonstrates superior use loging on, sending and retrieving messages.*	♦ *Student owns an email account and demonstrates adequate use loging on, sending and retrieving messages.*	♦ *Student owns an email account and demonstrates limited use loging on, sending and retrieving messages.*	*Student does not own an email account.*

Student's Name				
Course Section #			Semester	
Basic Skills 025 - SLO 3	**Student will be able to create and deliver a powerpoint presentation using graphics.**			
Criteria	**4 - Excellent**	**3 - Good**	**2 - Fair**	**1 - Poor**
Effectiveness	*Project includes all material needed to gain a comfortable understanding of the topic.*	*Project includes most material needed to gain a comfortable understanding of the material but is lacking one or two key elements.*	*Project is missing more than two key elements.*	*Project is lacking several key elements and has inaccuracies.*
Sequencing of Information	*Information is organized in a clear, logical way. It is easy to anticipate the type of material that might be on the next slide.*	*Most information is organized in a clear, logical way. One slide or item of information seems out of place.*	*Some information is logically sequenced. An occasional slide or item of information seems out of place.*	*There is no clear plan for the organization of information.*
Originality	*Presentation shows considerable originality and inventiveness. The content and ideas are presented in a unique and interesting way.*	*Presentation shows some originality and inventiveness. The content and ideas are presented in an interesting way.*	*Presentation shows an attempt at originality and inventiveness on 1-2 slides.*	*Presentation is a rehash of other people's ideas and/or graphics and shows very little attempt at original thought.*
Spelling and Grammar	*Presentation has no misspellings or grammatical errors.*	*Presentation has 1-2 misspellings, but no grammatical errors.*	*Presentation has 1-2 grammatical errors but no misspellings.*	*Presentation has more than 2 grammatical and/or spelling errors.*
Use of Graphics	*All graphics are attractive (size and colors) and support the theme/content of the presentation.*	*A few graphics are not attractive but all support the theme/content of the presentation.*	*All graphics are attractive but a few do not seem to support the theme/content of the presentation.*	*Several graphics are unattractive AND detract from the content of the presentation.*
Organization	*PowerPoint contains a minimum of 10 slides. All parts of the task are completed fully and support the theme/content of the presentation.*	*PowerPoint contains a minimum of 10 slides. All parts of the task are completed partially and support the theme/content of the presentation.*	*PowerPoint contains fewer than 10 slides, or some slides designed do not support the theme/content of the presentation.*	*PowerPoint contains fewer than 10 slides and is missing several parts of the task. Slides designed do not support the theme/content of the presentation.*
Sources	*All sources (information and graphics) are accurately documented in the desired format.*	*All sources (information and graphics) are accurately documented, but one is not in the desired format.*	*All sources (information and graphics) are accurately documented, but two or more are not in the desired format.*	*Some sources are not accurately documented.*

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