



## College Graduate Competency – GRAD-IT-2 INFORMATION TECHNOLOGY RUBRIC

Used when assessing the demonstration of use of a computer to perform personal and professional tasks including word processing, presentation, spreadsheet, database, and file management tasks.

Student Name \_\_\_\_\_ Course/Section \_\_\_\_\_ Date/Term \_\_\_\_\_ Overall Score \_\_\_\_\_

Criteria	Ratings			Pts
E.1a Student created folders and subfolders threshold: 5.0 pts	Student created main folder and all subfolders correctly 5.0 pts	Student created main folder and subfolders with no more than 2 errors 3.0 pts	Student did not create folders or more than 2 errors 0.0 pts	5.0 pts
E.1c Student compressed folder to submit for project threshold: 5.0 pts	Student correctly compressed main folder 5.0 pts	Student compressed individual folders 3.0 pts	Student did not submit compressed folder 0.0 pts	5.0 pts
E.1b Student saved files to folders threshold: 5.0 pts	All the files were saved in the appropriate folders and named correctly 5.0 pts	The files were saved to the correct folder but not named correctly 3.0 pts	Files were not saved to the correct folder 0.0 pts	5.0 pts
E.3a Student opened email and downloaded attachment threshold: 5.0 pts	Student saved attachment to folder or responded to email 5.0 pts		No attachment saved or no email response 0.0 pts	5.0 pts
E.3b1 Student replied to email threshold: 5.0 pts	Student replied to email 5.0 pts	Student sent new email instead of reply 3.0 pts	Student did not send email to instructor 0.0 pts	5.0 pts
E.3b2 Student attached file to email threshold: 5.0 pts	Student attached modified document to email 5.0 pts	Student attached incorrect file to email 3.0 pts	Student did not send attachment 0.0 pts	5.0 pts

E.5c1 Price Calculated threshold: 5.0 pts	Student correctly entered formula for Price and used absolute reference 5.0 pts	Student enter a formula but did not use absolute reference 3.0 pts	Student did not enter formula or keyed answer 0.0 pts	5.0 pts
E.5c2 Sales Amount Calculated threshold: 5.0 pts	Student correctly entered formula for Sales Amount 5.0 pts	Student did not enter formula or keyed answer 0.0 pts		5.0 pts
E.5c3 Total Calculated threshold: 5.0 pts	Used appropriate function to calculate total items sold and total sales amount 5.0 pts	Calculated total items sold and total sales amount but did not use a function 3.0 pts	Student did not calculate total or just keyed answer 0.0 pts	5.0 pts
E.5c4 Average Calculated threshold: 5.0 pts	Used function to correctly calculate average number of items sold and sales amount of items 5.0 pts	Calculated average number of items sold and sales of amount of items but did not use a function 3.0 pts	Student did not calculate average or just keyed answer 0.0 pts	5.0 pts
E.5b Formatting Text & Number threshold: 5.0 pts	Correctly applied bold, 14 points, font color, and merge/center to rows 1 and 2 text. Formatted all numbers as specified and wrap text as directed. 5.0 pts	Student applied text formatting to rows 1 and 2 but missed 1 format. Student applied number formatting but missed 1 number formatting or wrap text application. 3.0 pts	Student did not apply 3 or more formatting specifications to rows 1 and 2 or number formatting specifications or text wrap. 0.0 pts	5.0 pts
E.5e Chart data range threshold: 5.0 pts	Correct data range used to show data and categories 5.0 pts	Data range shows data but not categories 3.0 pts	Charts are confusing because multiple columns used or no charts 0.0 pts	5.0 pts
E.5d Chart formatting threshold: 5.0 pts	Chart contains title and was formatted beyond standard chart 5.0 pts	Chart missing title or uses standard formatting 3.0 pts	No chart or missing title and standard formatting 0.0 pts	5.0 pts
E.5f Chart placement threshold: 5.0 pts	Chart was placed on new worksheet entitled MyChart 5.0 pts	Charts were placed on existing worksheets with grids but moved from data worksheet 3.0 pts	Charts were not moved 0.0 pts	5.0 pts

<p>E.5a Footer with MTC username on left and filename on right on all worksheets threshold: 5.0 pts</p>	<p>Footer was created as specified on both worksheets 5.0 pts</p>	<p>Footer was created as specified on only 1 worksheet 3.0 pts</p>	<p>No footer 0.0 pts</p>	<p>5.0 pts</p>
<p>E.4a Document Format threshold: 5.0 pts</p>	<p>Document is formatted exactly according to the instructions: Left and right margins are set to 1” Document is double spaced, first line indent on paragraphs, Times New Roman 12 font applied to entire document 5.0 pts</p>	<p>Document is missing at least 1 and not more than 3 document formatting elements 3.0 pts</p>	<p>Document is missing 4 or more document formatting elements 0.0 pts</p>	<p>5.0 pts</p>
<p>E.4b1 Title Format threshold: 5.0 pts</p>	<p>Document is formatted to exact specifications: Title font is Times New Roman 18, bold, small caps, and title is centered 5.0 pts</p>	<p>Document is missing at least 1 and not more than 3 title and sub heading format elements 3.0 pts</p>	<p>Document is missing 4 or more title and subheading elements 0.0 pts</p>	<p>5.0 pts</p>
<p>E.4b2 Sub Headings Format threshold: 5.0 pts</p>	<p>Subheadings are Times New Roman 12, bold, and italicized 5.0 pts</p>	<p>Document is missing at least 1 and not more than 3 sub heading format elements 3.0 pts</p>	<p>Document is missing 2 or more title and subheading elements 0.0 pts</p>	<p>5.0 pts</p>
<p>E.4c Chart object threshold: 5.0 pts</p>	<p>Excel Chart object is copied into the document and linked, is appropriately sized, with even spaces before and after the chart object 5.0 pts</p>	<p>Chart object is copied into the document, but is not readable or placed appropriately; spaces are not even before and after the chart object; or not linked 3.0 pts</p>	<p>Chart object is not copied into the document 0.0 pts</p>	<p>5.0 pts</p>
<p>E.4d Header and footer threshold: 5.0 pts</p>	<p>Header and footer are formatted to exact specifications: Page number in header aligned at right margin, no page number of page 1, MTC username centered in footer 5.0 pts</p>	<p>Document is missing at least one and not more than 3 header and footer formatting elements 3.0 pts</p>	<p>Document is missing at least 4 header and footer formatting elements 0.0 pts</p>	<p>5.0 pts</p>

E.4e Bulleted list threshold: 5.0 pts	Bulleted lists and ® symbol are formatted to exact specifications: Bullet symbols are changed to > 5.0 pts	At least one but no more than 3 bullet formatting errors 3.0 pts	At least 4 bullet formatting errors 0.0 pts	5.0 pts
E.4f Columns threshold: 5.0 pts	Columns formatted correctly 5.0 pts	Document includes two column formatting at appropriate point, but no reset to single column for final paragraph 3.0 pts	Columns not formatted 0.0 pts	5.0 pts
E.2b1 APA Citations added threshold: 5.0 pts	Citations added in correct location using Word tools and in correct format (used right type of source and typed in dates and information correctly) 5.0 pts	Citations were added using the Word tools but with errors 3.0 pts	Citations were not added or just typed in without using the Word citation tools 0.0 pts	5.0 pts
E.2b2 References page created threshold: 5.0 pts	Created on new page using Word reference feature. Used page break to create new page. References centered as title and reference formatted with double space and hanging indent 5.0 pts	References created but not on new page or did not use page break or references not formatted correctly 3.0 pts	Reference not created or typed in without using bibliography feature 0.0 pts	5.0 pts
E.6a Created new table Conferences within database threshold: 5.0 pts	Created new table named Conferences with the following specified fields: State, Date of Conference, Location, and Cost 5.0 pts	Created new table but or misspelled 1 field or did not name table Conferences 3.0 pts	Did not create table or had 2 or more errors with field names 0.0 pts	5.0 pts
E.6b Fields and names created properly threshold: 5.0 pts	Used separate fields for each column and appropriately named fields 5.0 pts	Combined columns into single fields 3.0 pts	Did not use field names 0.0 pts	5.0 pts
E.6c Added table data threshold: 5.0 pts	Add the three records specified to the Conferences table 5.0 pts	Added records but had 1 error with the data 3.0 pts	Added records but had 2 or more errors with the data 0.0 pts	5.0 pts
E.6d Created query and named as directed threshold: 5.0 pts	Created a query named as directed that contained all information (FirstName, LastName, Address, City,	Created a query but did not contain all fields or did not use criteria to	Did not create query	5.0 pts

	State, and Zip) for each contact from the MyContacts table 5.0 pts	limit records to just the specified state 3.0 pts	0.0 pts	
E.8a Created Presentation threshold: 5.0 pts	Slides created as directed—title slide and detail slide. 5.0 pts	Slides created, but one slide not created as specified 3.0 pts	Created only a single slide or did not create any slides 0.0 pts	5.0 pts
E.8b Saved Presentation File format threshold: 5.0 pts	Student saved presentation in two specified file formats 5.0 pts	Student saved presentation but not in specified file format options. 3.0 pts	Student did not save presentation. 0.0 pts	5.0 pts
E.8c Work with graphics threshold: 5.0 pts	Student placed the appropriate image includes clip art related to the research; Clip Art is appropriately sized. 5.0 pts	Student placed clip art, but not related to research or sized appropriately. 3.0 pts	Graphic not placed in presentation. 0.0 pts	5.0 pts
E.8d Spelling/punctuation & Speaker Notes threshold: 5.0 pts	No spelling or punctuation errors and included speaker notes as directed. 5.0 pts	One spelling or punctuation error within presentation. 3.0 pts	More than one spelling / punctuation error or did not include speaker notes as directed. 0.0 pts	5.0 pts
E.9a Manage Online Presence threshold: 5.0 pts	Student applied security measures as directed. 5.0 pts	Student violated security protocol. 0.0 pts		5.0 pts
E.2a Use a browser to perform research as indicated by the instructions. threshold: 5.0 pts	Information obtained from Internet research is exactly as specified in the instructions 5.0 pts	Partial information located; instructions were not followed. 3.0 pts	No information was obtained – information “made up” 0.0 pts	5.0 pts