GOAL TWO: COMMUNICATION

Competency: Understand and apply current and appropriate technology tools and resources.

Learning Outcome: Students will use computer technology to retrieve and communicate information.

Students will effectively exchange ideas and information using multiple methods of communication.

Student Name _____

Course _____ Section _____ Semester/Year _____

STUDENT LEARNING OBJECTIVE	MASTERY SKILL LEVEL 4	ACCOMPLISHED SKILL LEVEL 3	DEVELOPING SKILL LEVEL 2	UNDERDEVELOPED SKILL LEVEL 1	UNDEVELOPED SKILL LEVEL 0	SCORE
Demonstrate an understanding of the functionality and terminology associated with current information technology tools and resources.	• Excellent understanding of the functionality and terminology associated with information technology tools and resources	• Good understanding of the functionality and terminology associated with information technology tools and resources	• Average understanding of the functionality and terminology associated with information technology tools and resources	• Fair understanding of the functionality and terminology associated with information technology tools and resources	• Poor understanding of the functionality and terminology associated with information technology tools and resources	
Demonstrate the ability to conduct online research to locate and retrieve relevant information from credible sources.	• Excellent at conducting online research to locate and retrieve relevant information from credible sources.	• Good at conducting online research to locate and retrieve relevant information from credible sources.	• Average at conducting online research to locate and retrieve relevant information from credible sources.	• Fair at conducting online research to locate and retrieve relevant information from credible sources.	• Poor at conducting online research to locate and retrieve relevant information from credible sources.	
Demonstrate the ability to use document processing software.	• Excellent usage of document processing software.	• Good usage of document processing software.	• Average usage of document processing software.	• Fair usage of document processing software.	• Poor usage of document processing software.	
Demonstrate the ability to use presentation software to communicate information and ideas.	• Excellent usage of presentation software to communicate information and ideas.	• Good usage of presentation software to communicate information and ideas.	• Average usage of presentation software to communicate information and ideas.	• Fair usage of presentation software to communicate information and ideas.	• Poor usage of presentation software to communicate information and ideas.	
Demonstrate the ability to appropriately and responsibly utilize current communication technology methods.	• Excels at appropriately and responsibly utilizing current communication technology methods.	• Good at appropriately and responsibly utilizing current communication technology methods.	• Average at appropriately and responsibly utilizing current communication technology methods.	• Fair at appropriately and responsibly utilizing current communication technology methods.	• Poor at appropriately and responsibly utilizing current communication technology methods.	