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| --- | --- | --- | --- | --- | --- |
| **Applications** | **Advanced Proficient** | **Proficient** | **Partially Proficient** | | **Not Proficient** |
| **A** | **B** | **C** | **D** | **F** |
| **Keyboarding** | Without making any errors:   * Able to type one paragraph of text in five minutes. * Able to use number pad. * Able to use symbols. | Without making significant errors:   * Able to type one paragraph of text in five minutes. * Able to use number pad. * Able to use symbols. | Makes some errors when:   * Typing one paragraph of text in five minutes. * Using the number pad. * Using the symbols. | Makes several errors when:   * Typing one paragraph of text in five minutes. * Using the number pad. * Using the symbols. | Unable to type one paragraph of text in five minutes. |
| **Document Management** | Demonstrates a high level of skill in:   * Using terminology * Arranging files * Editing and formatting draft text * Setting up page size and orientation * Justifying text and indenting * Changing page orientations * Proofing text using tools such as spell check * Creating table for data entry * Simple sort and filtering data * Creating line, pie and column charts | Without making significant errors is able to:   * Using terminology * Arranging files * Editing and formatting draft text * Setting up page size and orientation * Justifying text and indenting * Changing page orientations * Proofing text using tools such as spell check * Creating table for data entry * Simple sort and filtering data * Creating line, pie and column charts | Makes some errors when -   * Using terminology * Arranging files * Editing and formatting draft text * Setting up page size and orientation * Justifying text and indenting * Changing page orientations * Proofing text using tools such as spell check * Creating table for data entry * Simple sort and filtering data * Creating line, pie and column charts | Makes several errors when -   * Using terminology * Arranging files * Editing and formatting draft text * Setting up page size and orientation * Justifying text and indenting * Changing page orientations * Proofing text using tools such as spell check * Creating table for data entry * Simple sort and filtering data * Creating line, pie and column charts | Unable to   * Using terminology * Arranging files * Editing and formatting draft text * Setting up page size and orientation * Justifying text and indenting * Changing page orientations * Proofing text using tools such as spell check * Creating table for data entry * Simple sort and filtering data * Creating line, pie and column charts |
| **Multimedia** | Demonstrates a high level of skills in:   * Create and edit products to communicate information and ideas for intended purpose and target audience * Use a range of publishing, design and presentation tools | Without making significant errors is able to:   * Create and edit products to communicate information and ideas for intended purpose and target audience * Use a range of publishing, design and presentation tools | Makes some errors in:   * Create and edit products to communicate information and ideas for intended purpose and target audience * Use a range of publishing, design and presentation tools | Makes several errors in:   * Create and edit products to communicate information and ideas for intended purpose and target audience * Use a range of publishing, design and presentation tools | Unable to:   * Create and edit products to communicate information and ideas for intended purpose and target audience * Use a range of publishing, design and presentation tools |
| **Research** | Demonstrates a high level of skills in:   * Using advanced search functions to locate information * Evaluate the accuracy and appropriateness of electronic information * Summarize information found during an internet research | Without making significant errors is able to:   * Using advanced search functions to locate information * Evaluate the accuracy and appropriateness of electronic information * Summarize information found during an internet research | Makes some errors in:   * Using advanced search functions to locate information * Evaluate the accuracy and appropriateness of electronic information * Summarize information found during an internet research | Makes several errors in:   * Using advanced search functions to locate information * Evaluate the accuracy and appropriateness of electronic information * Summarize information found during an internet research | Unable to:   * Using advanced search functions to locate information * Evaluate the accuracy and appropriateness of electronic information * Summarize information found during an internet research |
| **Problem Solving** | Demonstrates a high level of skills in:   * Using technology tools to plan, gather, organize, synthesize, present and evaluate information to solve a problem * Use strategies to select and apply appropriate technology for evaluating, analyzing and synthesizing information | Without making significant errors is able to:   * Using technology tools to plan, gather, organize, synthesize, present and evaluate information to solve a problem * Use strategies to select and apply appropriate technology for evaluating, analyzing and synthesizing information | Makes some errors in:   * Using technology tools to plan, gather, organize, synthesize, present and evaluate information to solve a problem * Use strategies to select and apply appropriate technology for evaluating, analyzing and synthesizing information | Makes several errors in:   * Using technology tools to plan, gather, organize, synthesize, present and evaluate information to solve a problem * Use strategies to select and apply appropriate technology for evaluating, analyzing and synthesizing information | Unable to:   * Using technology tools to plan, gather, organize, synthesize, present and evaluate information to solve a problem * Use strategies to select and apply appropriate technology for evaluating, analyzing and synthesizing information |