|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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
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