

**General Education Competency  
Communication – Information Technology  
Holistic Rubric**

<b>Criteria</b>	<b>Pass</b>	<b>Comments</b>
Demonstrates basic computer and operating system skills	<ul style="list-style-type: none"> <li>• Access and change computer settings under the Control Panel</li> <li>• Navigate file directory structures and paths</li> <li>• Perform file management tasks (select, copy, rename and/or delete files)</li> <li>• Create, save, open, and print a document from some application</li> <li>• Navigate and locate information from Windows Help</li> </ul>	
Performs core tasks of Microsoft Office applications	<ul style="list-style-type: none"> <li>• Format a document and how to use page layout, e.g., headers, footers, page breaks, bullets, etc.</li> <li>• Create tables, charts, graphs and/or formulas</li> <li>• Import and sort data and/or images into a document and format them appropriately</li> <li>• Demonstrate techniques for copying, cutting and pasting text and/or images within a document</li> <li>• Review a document using tools: spelling, grammar, word count, thesaurus</li> </ul>	

<p>Uses a search engine to access, navigate and evaluate information on the internet</p>	<ul style="list-style-type: none"> <li>• Retrieve information from an internet search engine</li> <li>• Evaluate and rank sources of information for reliability</li> <li>• Select, copy and paste information retrieved from the internet College databases</li> </ul>	
<p>Uses email with appropriate etiquette</p>	<ul style="list-style-type: none"> <li>• Open, create and/or send email with attachments</li> <li>• Demonstrates appropriate email etiquette</li> </ul>	