

**General Education Outcomes Assessment**  
**Rubric for Computer Literacy Assessment**

Student Name: \_\_\_\_\_ (will later be coded and removed from database before analysis)

Student is a: Freshman Sophomore Junior Senior P1 P2 P3 P4 Other: \_\_\_\_\_

Student's Major: \_\_\_\_\_

Faculty Evaluator \_\_\_\_\_ (will be coded for database)

Department/Program of Faculty Evaluator \_\_\_\_\_

**Computer Literacy Outcomes** : Students will use computer technology in a responsible manner to:

1. Create a document;
2. Solve a numerical problem;
3. Query information;
4. Present information;
5. Communicate effectively.

**Circle the appropriate rating after reviewing the student's performance on the multiple-choice questions on the Computer Literacy Assessment, the spreadsheet that was created, and the accompanying PowerPoint presentation.**

Outcome	Exceeds Standards	Meets Standards	Below Standards
<b>Solve a numerical problem (CL2)</b>	<p>Student is able to use spreadsheet functions to solve the case of determining which car has the lowest total expected costs over the 4 years of ownership.</p> <ul style="list-style-type: none"> <li>• Achieves 5/5 on Multiple-Choice questions &amp;</li> <li>• Spreadsheet evidence corroborates the ability to effectively use spreadsheet functions with no errors &amp;</li> <li>• Appropriate relative and absolute cell references are used</li> </ul>	<p>Student is able to use spreadsheet functions to solve the case of determining which car has the lowest total expected costs over the 4 years of ownership.</p> <ul style="list-style-type: none"> <li>• Achieves 4/5 on Multiple-Choice questions &amp;</li> <li>• Spreadsheet evidence corroborates the ability to effectively use spreadsheet functions with only minor errors</li> </ul>	<p>Student is not able to use spreadsheet functions to solve the case of determining which car has the lowest total expected costs over the 4 years of ownership.</p> <ul style="list-style-type: none"> <li>• Achieves no more than 3/5 on Multiple-Choice questions &amp;</li> <li>• Spreadsheet evidence corroborates inability to effectively use spreadsheet functions</li> </ul>
<b>Present information (CL4)</b>	<p>Student is able to create a 3-slide PowerPoint presentation to present the information learned from the Car Scenario case in either text and/or chart format</p> <ul style="list-style-type: none"> <li>• Student successfully inserts a data chart created in Excel into PowerPoint &amp;</li> <li>• Student presents pertinent case data in a bulleted list &amp;</li> <li>• Slide formats are</li> </ul>	<p>Student is able to create a 3-slide PowerPoint presentation to present the information learned from the Car Scenario case in either text and/or chart format</p> <ul style="list-style-type: none"> <li>• Student successfully inserts a data chart created in Excel into PowerPoint &amp;</li> <li>• Student presents pertinent case data in a bulleted list &amp;</li> <li>• Slide formats are</li> </ul>	<p>Student is not able to create a 3-slide PowerPoint presentation to present the information learned from the Car Scenario case in either text and/or chart format</p> <ul style="list-style-type: none"> <li>• Student is not able to create a data chart in Excel and insert it into PowerPoint and/or</li> <li>• Student is not able to create a bulleted item list to present information learned from the Car Scenario case.</li> </ul>

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	<p>appropriate for the information presented &amp;</p> <ul style="list-style-type: none"> <li>Breadth and scope of information provides strong evidence to support the choice of car (presents at least 3 different types of data)</li> </ul>	<p>appropriate for the information presented</p>	
<b>Communicate effectively (CL5)</b>	<p>Student communicates the information learned from the Spreadsheet regarding the best car choice by providing a thorough review of the data both in text and chart form</p> <ul style="list-style-type: none"> <li>Student explicitly states and strongly supports choice of car with at least facts gained from spreadsheet &amp;</li> <li>Student's chart is complete included appropriately labeled axis and data as well as the correct units &amp;</li> <li>Student communicates the requested information using appropriate grammar and syntax</li> </ul>	<p>Student adequately communicates the information learned from the Spreadsheet regarding the best car choice</p> <ul style="list-style-type: none"> <li>Student adequately communicates the choice of car &amp;</li> <li>Student provide facts that support the car decision &amp;</li> <li>Student communicates the requested information using appropriate grammar and syntax</li> </ul>	<p>Student is not able to communicate the information learned from the Spreadsheet regarding the best car choice</p> <ul style="list-style-type: none"> <li>Student either does not present data in the PowerPoint or the data presented doesn't adequately communicate the choice of car and/or</li> <li>Student is not able to provide facts that support the car decision and/or</li> <li>Inappropriate use of grammar and/or syntax adversely affects the ability of the student to communicate the requested information about the case</li> </ul>