

Directions:

Evaluate the student by entering the appropriate number to indicate the degree of competency. The rating for each task should reflect employability readiness rather than the grades given in class.

Student Rating Scale:

- 0 No Exposure** – no experience or knowledge in this area
- 1 Not Mastered** – requires instruction and close supervision
- 2 Requires Supervision** – can perform job completely with limited supervision
- 3 Mastered** – can work independently with no supervision

0	1	2	3	A. Demonstrate Basic Computer Knowledge and Ethics	Notes:
				1. Demonstrate the use of equipment components (e.g., input, processing, and output devices)	
				2. Demonstrate the use of the operating system (e.g., login, opening software applications, and shut down)	
				3. Demonstrate file management (e.g., formatting, copying, folder organization, and disk management)	
				Other:	

0	1	2	3	B. Use Proper Keyboarding Techniques	Notes:
				1. Demonstrate correct keyboarding posture	
				2. Demonstrate appropriate hand and arm position	
				3. Apply ergonomic standards to keyboarding	
				4. Apply touch alphabetic keyboarding skills	
				5. Apply touch numeric/symbolic keyboarding skills	
				6. Apply touch numeric keypad skills	
				Other:	

0	1	2	3	C. Demonstrate Keyboarding Skills	Notes:
				1. Key at a predetermined level of accuracy	
				2. Key at a predetermined level of speed	
				Other:	

0	1	2	3	D. Apply Formatting Skills	Notes:
				1. Demonstrate vertical/horizontal alignment	
				2. Demonstrate justification options	
				3. Change line spacing	
				4. Create various types of tab settings	

				5. Change margins	
				6. Apply font changes (e.g., size, style, and enhancements)	
				7. Demonstrate multi-column layout	
				8. Insert graphics into documents	
				9. Use correct spacing for punctuation	
				10. Use correct spacing for symbols	
				Other:	

0	1	2	3	E. Demonstrate Communication Skills	Notes:
				1. Use appropriate keyboarding terminology	
				2. Use proofreader's marks	
				3. Proofread copy	
				4. Revise copy	
				5. Use correct grammar	
				6. Apply punctuation rules	
				7. Apply capitalization rules	
				8. Apply number expression rules	
				9. Compose complete sentences and paragraphs	
				10. Compose a document	
				11. Compose an e-mail message	
				12. Apply software communication features (e.g., thesaurus, spelling, and grammar check)	
				Other:	

0	1	2	3	F. Produce Business Documents	Notes:
				<i>Basic</i>	
				1. Produce mailable letters (e.g., personal and business)	
				2. Produce mailable letters using various styles	
				3. Produce memoranda using various styles	
				4. Address envelopes	
				5. Produce reports in accepted styles	
				6. Produce a title page	

				7. Produce a reference page	
				8. Format a table	
				9. Format a table using headings (e.g., main, secondary, and columnar)	
				10. Format a table with special features (e.g., dot leaders, decimals, source notes, and totals)	
				<i>Advanced</i>	
				11. Produce a mailable multi-page letter	
				12. Produce a letter using mail merge	
				13. Prepare mailing labels	
				14. Produce an outline	
				15. Produce a table of contents	
				16. Prepare a purchase order	
				17. Prepare an invoice	
				18. Prepare an agenda	
				19. Prepare minutes	
				20. Prepare an itinerary	
				21. Prepare a news release	
				22. Prepare a resume	
				23. Prepare a letter of application	
				24. Complete an application form	
				Other:	

0	1	2	3	G. Demonstrate Employability Skills	Notes:
				1. Follow instructions	
				2. Maintain a well-organized workstation	
				3. Adhere to schedules and deadlines	
				Other:	