

TECHNOLOGICAL COMPETENCY (TEC) RUBRIC				
<p>Definition: Students identify, create, and manipulate technological tools and digital content. Students operate computers, peripherals, electronic devices, learning management systems, and other technology as related to their program of study. Students use electronic spreadsheets and/or database management systems to organize, analyze, and/or retrieve data. Students use word processing and slide presentation software to design clear academic and professional documents that integrate design concepts, elements, applications, and objects. Students use computer technology to collaborate and network. Students identify and respond appropriately to ethical and legal issues related to privacy and security in information technology and the handling of data.</p>				
General Education Measure (GEM)	Proficient	Not Proficient	Did Not Submit	Not Applicable
TEC 1: Identify, create, and manipulate technological tools and digital content.	Correctly identifies the appropriate technological tools and creates digital content that meets a specific purpose.	Has difficulty identifying appropriate technological tools and creating digital content; does not meet specified purpose.	Student did not submit the assignment.	TEC1 is not assessed in this course.
TEC 2: Operate computers, peripherals, electronic devices, learning management systems (LMS), and other technology as related to their program of study.	Effectively operates computers, peripherals, electronic devices, LMS, and other technology in ways that generally meet the goals of the assignment.	Attempts to operate computers, peripherals, electronic devices, LMS, and other technology, but does not meet the goals of the assignment.	Student did not submit the assignment.	TEC2 is not assessed in this course.
TEC 3: Use electronic spreadsheets and/or database management systems to organize, analyze, and/or retrieve data.	Uses electronic spreadsheets and/or database management systems to organize, analyze, and/or retrieve data with clarity and depth to achieve a specific purpose.	Inconsistently uses electronic spreadsheets and/or database management systems to organize, analyze, and/or retrieve data; does not achieve the purpose of the assignment.	Student did not submit the assignment.	TEC3 is not assessed in this course.
TEC 4: Use word processing and slide presentation software to design clear academic and professional documents that integrate design concepts, elements, applications, and objects.	Uses word processing/slide presentation software to design clear and professional documents that fully achieve a specific purpose for a specific audience and integrates design concepts, elements, applications and objects as appropriate and effective.	Documents designed using word processing/slide presentation software often lack clarity and/or professional quality, do not meet the purpose, or do not serve the audience. Design concepts, elements, applications and objects are not integrated.	Student did not submit the assignment.	TEC4 is not assessed in this course.

TECHNOLOGICAL COMPETENCY (TEC) RUBRIC				
Definition: Students identify, create, and manipulate technological tools and digital content. Students operate computers, peripherals, electronic devices, learning management systems, and other technology as related to their program of study. Students use electronic spreadsheets and/or database management systems to organize, analyze, and/or retrieve data. Students use word processing and slide presentation software to design clear academic and professional documents that integrate design concepts, elements, applications, and objects. Students use computer technology to collaborate and network. Students identify and respond appropriately to ethical and legal issues related to privacy and security in information technology and the handling of data.				
General Education Measure (GEM)	Proficient	Not Proficient	Did Not Submit	Not Applicable
TEC 5: Use computer technology to collaborate and network.	Uses computer technology to collaborate and network efficiently and effectively to accomplish specific tasks.	Collaboration using computer technology is ineffective and/or does not result in the accomplishment of specific tasks.	Student did not submit the assignment.	TEC5 is not assessed in this course.
TEC 6: Identify and respond appropriately to ethical and legal issues related to privacy and security in information technology and the handling of data.	Correctly identifies and appropriately responds to ethical and legal issues related privacy and security in information technology and the handling of data.	Does not identify or respond appropriately to ethical and legal issues. Use of information technology and handling of data may lead to ethical and legal issues related to privacy and security.	Student did not submit the assignment.	TEC6 is not assessed in this course.

Glossary

The definitions that follow were developed to clarify terms and concepts in this rubric only.

- **Audience:** The person, group, or entity who will read and/or evaluate the assignment
- **Digital content:** Files, media, video, images, animation, etc.
- **Integrate:** Use the tools provided with various software packages to enhance academic and professional documents
- **Purpose/Goals:** Apply the tools, skills, and content appropriate for the intended audience
- **Technological tools:** Specific hardware and software applications

This rubric was created using the Association of American Colleges and Universities (AAC&U) VALUE rubrics.