

TECHNOLOGY COMPETENCY

TRACKING SHEET

Student Name: _____

ID#: _____

Students must complete two of the categories below to the satisfaction of an Averett faculty member. This may be done in a regular course, or as a demonstration outside of a class. Use the task lists as examples of the kinds of activities necessary to demonstrate competency in the category. **Return form to the Registrar's office.**

Category A: Word Processing/Presentation Software/Desktop Publishing

Task List: Retrieve and save document files; use basic features of software (e.g. underlining, bolding); change text size, work with different fonts; cut/paste/move text and graphics; use spell-check, grammar check; navigate menu features; manipulate document layout.

Faculty Name:(print)

Signature:

Course Number:

Date Completed:

Category B: Spreadsheet/Financial/Accounting Packages

Task List: Retrieve and save worksheet files; enter data into rows and columns; perform basic functions (e.g., totaling, averaging, sorting); use basic formulas and format cells; navigate menu features.

Faculty Name:(print)

Signature:

Course Number:

Date Completed:

Category C: Database Packages

Task List: Retrieve and save database files; understand basic terminology (e.g. fields, records); enter and edit data; query the database; navigate menu features.

Faculty Name:(print)

Signature:

Course Number:

Date Completed:

Category D: Communications/Internet

Task List: Successfully access the Internet; compose, send and retrieve e-mail messages; use a browser to access the web; use a search engine to find information on the web; navigate menu features.

Faculty Name:(print)

Signature:

Course Number:

Date Completed:

Category E: Math/Science/Statistical Packages

Task List: Students should have skills comparable to those in the aforementioned packages.
NOTE: Drill and practice software is not considered appropriate for demonstrating minimum technological literacy.

Faculty Name:(print)

Signature:

Course Number:

Date Completed: