



College of Computer Studies and Information Technology

PHASE 2 – ADMISSION

Name of the Qualifier: _____

Date / Time: _____

RUBRICS

	Excellent (20 pts)	Good (15 pts)	Partial (10 pts)	Minimal (5 pts)	Rating
Computer Operations	Able to power on the computer unit without supervision	Able to power on the computer unit with minimal supervision	Able to power on the computer unit with a lot of supervision	Not able to power on the computer to start an application	
Start Menu	Student is able to access the Start Menu using the mouse without supervision	Student is able to access the Start Menu using the mouse with minimal supervision	Student is able to access the Start Menu using the mouse with a lot of supervision	Student is not able to access the Start Menu using the mouse	
Word Processing	Student is able to open a word processing program and type text and or insert graphics according to directions without instruction.	Student is able to open a word processing program and type text and or insert graphics according to directions with minimal instruction.	Student is able to open a word processing program and type text and or insert graphics according to directions with a lot instruction.	Student is unable to open a word processing program and type text and or insert graphics according to directions.	
Typing Beginning	Student is able to identify Home Keys and can type using the keys in the keyboard without instruction.	Student is able to identify Home Keys and can type using the keys in the keyboard with minimal instruction.	Student is able to identify Home Keys and can type using the keys in the keyboard with a lot instruction.	Student can't identify Home Keys and can't type using the keys in the keyboard	
File Storage	Student is able to save his/her work in a folder without instruction.	Student is able to save his/her work in a folder with minimal instruction.	Student is able to save his/her work in a folder with a lot of instruction.	Student can't save his/her work in a folder	

Rated by:



Performance Task

Please read carefully, follow the instructions, and perform.

1. Open Microsoft Word application.
2. Start a New Blank document.
3. Type the text below.

Vision

By 2040, Southern Leyte State University is a leading higher education institution that advances knowledge and will be known for innovation and compassion for humanity, creating an inclusive society and a sustainable world.

Mission

We commit to be a smart and green University that advances education, technological and professional instruction, research and innovation, community engagement services and progressive leadership in arts, sciences and technology that are relevant to the needs of the glocal communities. We produce graduates and life-long learners equipped with knowledge that enhances lives and invigorates economic development.

4. Highlight all the text, then set it to:
 - Center
 - Font style: Cambria
 - Font size: 11
5. Save your document in a folder with your Lastname_Firstname as the filename.