

Grading Rubric
Computer Basics and Professional Practice – FITC 110

Skill or Objective [5]	Very Good [4-5]	Good [2-3]	Developing [1]
Labelling the Keyboard activity learning outcomes: <ul style="list-style-type: none"> • Learning parts of the keyboard • Downloading/uploading a document • File management • Drawing lines in word • Digital and paperless • Sending a file in a Slack DM • Word tracks /5	Student demonstrates a comprehensive understanding of effective time management and customer service skills knowledge	Student demonstrates the basics with a steady and growing understanding of time management and customer service skills	Student is beginning to grasp the concepts of effective time management and customer service skills
Terminology Assignment /5	Student demonstrates a comprehensive understanding of the course terminology, which is demonstrated through assignment 1.	Student demonstrates a basic and steadily growing understanding of the course terminology, as demonstrated through assignment 1.	Student is beginning to grasp the course terminology, as demonstrated through assignment 1.
Professional Practice: Professionalism, Ethics & Written/Verbal Communication Skills in Office Environment /5	Student demonstrates a comprehensive understanding of and demonstrates knowledge in professionalism, ethics & written/verbal communication skills	Student demonstrates the basics with a steady and growing understanding of the professionalism, ethics & written/verbal communicationskills in office	Student is beginning to grasp the basic concepts of professionalism, ethics & written/verbal communication skills in office environment

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	in office environment concepts	environment concepts	
Professional Practice: Case studies addressing conflict resolution /5	Student demonstrates a comprehensive understanding of successful ways to support conflict resolution	Student demonstrates the basics with a steady and growing understanding of how to successfully support conflict resolution	Student is beginning to grasp some of the basic concepts of the case studies that address conflict resolution
Skill or Objective [7.5]	Very Good [6-7.5]	Good [4-5]	Developing [1-3]
Computer Applications: Understand Basic Operations of Word Processing /7.5	Student demonstrates a comprehensive understanding in the basic operations of word processing (copy, paste, moving and entering text)	Student demonstrates the basics with a steady and growing understanding of basic operations of word processing (copy, paste, moving and entering text)	Student is beginning to grasp the basic concepts of the basic operations of word processing (copy, paste, moving and entering text)
Computer Applications: Create well-formatted & written documents /7.5	Student demonstrates a comprehensive understanding of how to create well-formatted & written documents	Student demonstrates the basics with a steady and growing understanding of how to create well-formatted & written documents	Student is beginning to grasp the basic concepts of creating well-formatted & written documents

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Computer Applications: Create Spreadsheets, Effectively Enter Formulas & Create Charts <p style="text-align: center;">/7.5</p>	Student demonstrates a comprehensive understanding of spreadsheets, effectively entering formulas & creating charts	Student demonstrate the basics with a steady and growing understanding of spreadsheets, effectively entering formulas & creating charts	Student is beginning to grasp the basic concepts of spreadsheets, and effectively entering formulas & creating charts
Computer Applications: Advanced Spreadsheets <p style="text-align: center;">/7.5</p>	Student demonstrates a comprehensive understanding of advanced spreadsheets, effectively entering formulas & creating charts	Student demonstrate the basics with a steady and growing understanding of advanced spreadsheets, effectively entering formulas & creating charts	Student is beginning to grasp the basic concepts of advanced spreadsheets, and effectively entering formulas & creating charts
Skill or Objective [10]	Very Good [8-10]	Good [5-7]	Developing [1-4]
Management: File Management Information <p style="text-align: center;">/10</p>	Student demonstrates a comprehensive understanding and competency in file management (creating, saving, deleting files and folders, finding files) - <u>analog & digital</u>	Student demonstrates the basics with a steady and growing understanding of and competency in file management (creating, saving, deleting files and folders, finding files) - <u>analog & digital</u>	Student is beginning to grasp the concepts of file management (creating, saving, deleting files and folders, finding files) - <u>analog & digital</u>

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[10] Skill or Objective	Very Good [8-10]	Good [5-7]	Developing [1-4]
Digital Citizen: Internet Safety, Digital Footprints & Identity Theft /10	Student demonstrates a comprehensive understanding of internet safety, digital footprints & identity theft	Student demonstrates the basics with a steady and growing understanding of internet safety, digital footprints & identity theft	Student is beginning to grasp the concepts required for internet safety, digital footprints & identity theft
Capstone Reference capstone grading rubric			

70% - Assignments – note a minimum passing grade on assignments (35%) is required to pass the course

30% Capstone Projects – note a minimum passing grade on the capstone (15%) is required to pass the course.

100% total – note a minimum passing grade of 50% (as outline above) is required to pass the course.

(Rubrics are developed for in-session grading. If a course deferral are implemented the instructor will advise the student of the grading rubric when setting up the course deferral requirements.)