

Student Instructions:

1. Complete Self Assessment on Page 1 (Check one box for each column)
2. Complete form on Page 2 and turn it in to New Student Programs
3. Take Page 1 with you when you meet with your Academic Advisor for course recommendations

College of Charleston ICT Fluency Rubric for Academic Success (Spring 2007)

	IT Productivity Skills and Concepts	IT Communications	IT Research / Information Literacy	IT Social, Ethical, & Human Issues
Beginning User	Reasonable reading and typing skills; can use email with attachments and simple web access.	Successful at following simple instructions when using communications technology.	Demonstrates basic information retrieval skills and ability to critically evaluate online resources.	Demonstrates general awareness of importance of technology in society, but has little specific knowledge of ethical use of information technology.
Passive User	Can use word processor; can get a newly purchased Personal Computer up and running and connect it to an Internet Service Provider; can use operating system features (E.g. Windows desktop).; understands the risks posed by computer viruses; utilizes security measures such as file protection, passwords, and backups.	Uses technology in the learning process (e.g., on-line tutorials, web resources, discussion boards, email communication etc.).	Uses the College's library catalog and periodical databases; somewhat comfortable with navigating information structures, but not completely aware of the need to evaluate sources. Has rudimentary awareness of copyright and plagiarism.	Understands the societal impact and limitations of technology, has basic knowledge of how computers work, how the internet works, and how information can be stored and retrieved.
Active User	Can use application software (e.g. presentation software, spreadsheets, databases); can create and customize graphs from data in a spreadsheet. Can use a presentation software package to create an electronic presentation; can develop web pages with an editor; can use graphics packages to create web illustrations as long as no programming is involved.	Understands the specifics of how electronic communication is used in one's major discipline and in general how it is used in other disciplines.	Navigates and evaluates information using a variety of academic sources, formats, and media, Uses such sources in research and problem solving. Understands the basics of copyright and plagiarism as they apply to electronic materials.	Demonstrates appropriate and smooth integration of technology into a presentation; has posed and answered research questions via technology.
Expert User	Can learn to use a new piece of software without help; has mastered the advanced skills needed to use technology in one's major discipline.	Has high communication technology skills; understands the underpinnings of networking, algorithmic thinking, and information system development.	Critically evaluates online sources including ebooks, journal, newspaper, and magazine articles and websites for issues of currency, authorship, authority, and design.	Is a confident problem-solver and thinks abstractly about technology; possesses an understanding of information technology as well as the economic, legal, and social issues surrounding the use of information.
Self Assessment (check ONLY ONE box in each column)	<input type="checkbox"/> Beginning User <input type="checkbox"/> Passive User <input type="checkbox"/> Active User <input type="checkbox"/> Expert User	<input type="checkbox"/> Beginning User <input type="checkbox"/> Passive User <input type="checkbox"/> Active User <input type="checkbox"/> Expert User	<input type="checkbox"/> Beginning User <input type="checkbox"/> Passive User <input type="checkbox"/> Active User <input type="checkbox"/> Expert User	<input type="checkbox"/> Beginning User <input type="checkbox"/> Passive User <input type="checkbox"/> Active User <input type="checkbox"/> Expert User

(Turn in this page to New Student Programs)

**College of Charleston ICT Fluency Rubric for Academic Success
Spring 2007**

Name: _____ **CWID:** _____

	IT Productivity Skills and Concepts	IT Communications	IT Research / Information Literacy	IT Social Ethical & Human Issues
Self Assessment (check ONLY ONE box in each column)	<input type="checkbox"/> Beginning User <input type="checkbox"/> Passive User <input type="checkbox"/> Active User <input type="checkbox"/> Expert User	<input type="checkbox"/> Beginning User <input type="checkbox"/> Passive User <input type="checkbox"/> Active User <input type="checkbox"/> Expert User	<input type="checkbox"/> Beginning User <input type="checkbox"/> Passive User <input type="checkbox"/> Active User <input type="checkbox"/> Expert User	<input type="checkbox"/> Beginning User <input type="checkbox"/> Passive User <input type="checkbox"/> Active User <input type="checkbox"/> Expert User

ICT Fluency Guidelines for Academic Advisors

College of Charleston ICT Fluency Rubric for Academic Success: Spring 2007

The goal of the IT Fluency project is to ensure that **all students achieve ICT Fluency at the Active User Level** by the time they declare a major. Students are also expected to master the Discipline Specific IT requirements at the Expert User level prior to graduation.

The ICT fluency rubric is based on the [Deans Basic IT Literacy Classification](#) (Technology Productivity, Technology Communications, Technology Research, Social Ethical & Human Issues)

	IT Productivity Skills and Concepts	IT Communications	IT Research / Information Literacy	IT Social Ethical & Human Issues
Student Self Assessment (students will check one box in each column)	<input type="checkbox"/> Beginning User <input type="checkbox"/> Passive User	<input type="checkbox"/> Beginning User <input type="checkbox"/> Passive User	<input type="checkbox"/> Beginning User <input type="checkbox"/> Passive User	<input type="checkbox"/> Beginning User <input type="checkbox"/> Passive User
	<input type="checkbox"/> Active User <input type="checkbox"/> Expert User	<input type="checkbox"/> Active User <input type="checkbox"/> Expert User	<input type="checkbox"/> Active User <input type="checkbox"/> Expert User	<input type="checkbox"/> Active User <input type="checkbox"/> Expert User
Course Recommendations (if neither Active nor Expert user is checked in column)	CSCI 110 Computer Fluency	CSCI 112 Communications Technology and the Internet	LIBR 105 Electronic Resources for Research	CSCI 110 or LIBR 105 or CSCI 112

Course Descriptions:

CSCI 110 Computer Fluency (3)

An introduction to computing for students in the humanities, social sciences, and business. This course provides the student with the ability to understand and use emerging technologies effectively. Topics include basic computer technology (how computers work), applications (spreadsheets, databases), Internet subjects (communications, Web browsers, file transfers), and social issues (copyrights, how changes in technology affect society, ethics).

CSCI 112 Communication Technology and the Internet (3)

An introduction to digital communications technology. Topics include networking concepts, Internet and intranet tools, protocols, and security. Also included are the infrastructure and governance of the Internet, with emphasis on personal, business, social, legal, and ethical implications. Recommended skills are keyboarding and experience with e-mail and Web browser software. *Prerequisite: CSCI 110, 114, 116 or permission of the instructor.*

LIBR 105 Electronic Resources for Research (1)

This course concentrates upon theory and application of electronic information resources for research purposes. These sources will include online library systems, computerized indexes/abstracts, the Internet, and CD ROM databases. Some basic knowledge and understanding of library research is assumed.