DCOBA Undergraduate General Learning Goal #3:

Our students will be technologically prepared.

Objective: Our graduates will be able to utilize available technology for business applications.

Student Name: _____   **Student Major: _____**

Rubric Item	Exceeds Expectation (3)	Meets Expectation (2)	Not Meet Expectation (1)	N/A
Database Management				
Student manages data using database management software.				
Student queries data using database management software.				
Student interprets data database management software correctly.				
Statistical Analyses				
Student uses statistical analysis software to analyze data.				
Student interprets statistical analyses results correctly.				
Microsoft Office Applications				
Student utilizes Microsoft Word and its functional features to produce documents.				
Student utilizes Microsoft PPT and its functional features to produce PPT.				
Student utilizes Microsoft Excel and its functional features to produce spreadsheets.				
Student utilizes Outlook Calendar to schedule meetings.				
Internet and Virtual Applications				
Student is proficient in using the Internet to conduct research.				
Student is proficient in using the Internet to take exams.				
Student utilizes virtual applications, such as virtual meetings, Bloomberg, and knowledge sharing.				
Student utilizes social media for business oriented purposes.				
Other Tool				
Student is proficient in using financial and/or calculus calculators.				