

**SHEPHERD EDUCATION**

**JUNCTURE I**

**COMPUTER / BASIC TECHNOLOGY COMPETENCE**

[Include this page in your portfolio or submit as required by your advisor.]

DIRECTIONS: COMPLETE EITHER OPTION A or OPTION B [see reverse side]  
AS REQUIRED BY YOUR ADVISOR:

**OPTION A: COURSE COMPLETION**

I, \_\_\_\_\_

have fulfilled the professional education requirement for computer and digital media

competence by completing the course

\_\_\_\_\_ with a grade of C or

\_\_\_\_\_ [Dept. Number, Title]

higher in \_\_\_\_\_.

\_\_\_\_\_ [Semester, Year]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ [Signature]

\_\_\_\_\_ [Date]

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**OPTION B: INDIVIDUAL VERIFICATION OF COMPETENCIES**

I, \_\_\_\_\_  
affirm that, **in addition to** basic internet navigation, use of email including attachments, and word-processing skills, I have demonstrated appropriate use of the following technological skills.

**Skills may be verified by an artifact in the portfolio or individually as required by my advisor:**

<u>COMPETENCE</u>	<u>VERIFIED BY</u> (artifact or advisor sig.)	<u>SEMESTER</u> <u>/ YEAR</u>
<u>Navigate in a variety of web browsers, such as Chrome, Safari, and Firefox, to locate information pertinent to my teaching field <b>from a discipline specific website.</b></u>		
<u>Navigate and search using the <b>Scarborough Library Electronic Resources</b> site to download academic journal articles.</u>		
<u>Format a WORD document in APA format or discipline-specific format, including a reference or work cited page.</u>		
<u>Create a spreadsheet in EXCEL in which formulas are used to automatically recalculate numerical data.</u>		
<u>Specific Requirement of Specialization:</u>		

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[Signature]

[Date]