

CTE Skill Certificate Test Performance Documentation

This document must be submitted to the test coordinator at the end of testing each trimester/semester.

Instructor's Name: _____ Course: Business Management
School: _____ Test Number: 230
Students in course: _____ Date: _____
Students tested: _____
Students who passed performance objectives at or above 80%: _____

This is to *verify* that the students marked **YES** on performance accomplished the following performance objectives at or above the 80% (moderately to highly skilled) level.

1. Locate information on an existing corporation. Include the following: Mission statement, organization chart, code of ethics (conduct), company history (story), plans for the future.
2. Study a business leader and prepare a biographical essay.
3. Prepare a financial statement. *Income Statement OR Balance Sheet*
4. Do current human resource case study.
5. Do a case study on business ethics.
6. Organize or participate in one of the following activities:
class presentation, collaborative activity, or school service activity.

Each performance is documented and kept on file by the teacher for two years.
(Check the documentation method used)

- Class period summary score sheet
- Recorded and identified in the class grade book

Instructor's Signature: _____ Date: _____