

# CTE Skill Certificate Test Performance Documentation

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

**Course: Computer Technology**

**# Students in course:** \_\_\_\_\_

**Test Number: 250**

**# Students tested:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Instructor's Name:** \_\_\_\_\_

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. Use correct keyboarding technique. This includes the following:
  - Eyes on copy or screen, not on keys.
  - Fingers curved and oriented to home row.
  - Correct fingers used for keystrokes.
  - Key with smooth rhythm and quiet hands.
  - Forearms parallel to slant of keyboard; wrists low but not resting on any surface.
  - Proper sitting posture: body centered, feet provide balance, elbows naturally at sides.
2. Use a computer operating system. This includes the following:
  - Boot up a microcomputer, create and manage files and folders, and launch programs.
3. Use word processing software to create standard business documents. This includes the following:
  - Creating and formatting letters, memos, and reports.
  - Documents include: text entry, graphics or other objects, textual citations and references, and moving and copying document elements.
  - Students will apply changes to: margins, alignment, line spacing, tabs, indents, page setup, font (typeface, size, effects, underscore, italics, and boldface), and make corrections to language mechanics and word usage.
4. Create spreadsheets and manipulate data. This includes the following:
  - Format, insert and delete columns and rows, copy, move, calculate with formulas and simple functions, sort, create and interpret charts (graphs).
5. Demonstrate an understanding of ethics. This includes the following:
  - Understand copyright and license laws, posting Internet information resources, role of Acceptable Use Policy, and privacy rights.
6. Access on-line information resources. This includes the following:
  - Use an Internet browser to navigate the World Wide Web, download, reload and refresh webpage, view browsing history, and conduct keyword, directory, and library searches.
  - Students will also identify a URL and evaluate the quality of a website
7. Use electronic mail. This includes the following:
  - Set up a personal e-mail account
  - Receive and read e-mail messages
  - Send e-mail with and without attachments
  - Receive and open attachments to e-mail messages.
8. Create an electronic presentation. This includes the following:
  - Create slides using a variety slide layouts
  - Apply transitions, automatic timing, animation
  - Insert graphics, text
  - Proofread and correct all language mechanics and word usage error
  - Understand various view and print options
9. Create a project for a different content area using computer technology skills.
  - Include any or all of the following in a pre-approved project to be presented for grading to the Computer Technology teacher and a cross-curricular teacher: word processing, spreadsheet, or electronic presentation.

Each performance is documented and kept on file by the teacher for one year.

(Check the documentation method used)

- Individual student performance tracking sheets
- Class period summary score sheet
- Recorded and identified in the class grade book

Instructor's Signature: \_\_\_\_\_