UTAH CTE SKILL CERTIFICATE PROGRAM **SUMMARY SCORE SHEET--OPTIONAL** **COMPUTER TECHNOLOGY**
BUSINESS EDUCATION **TEST #250**

I verify that this is an accurate record of student performance. Date _____ Period _____ School _____

Teacher Signature _____ Teacher Name (Print) _____

Indicate student achievement for each performance standard. (This score sheet corresponds with the optional *Performance Skills Evaluation Checklist.*) A minimum score of 3 for <u>each</u> performance must be achieved to meet state skill certification requirements—which represents attaining at least 80% competency within each standard and its supporting objectives.			State Core Standards for Computer Technology—Performance Component								
	Did the student achieve a score of 3 or 4 for <u>every</u> skill standard? Circle *Yes* or *No*.		01--Use correct keyboarding technique.	02--Use a computer operating system.	03--Use word processing software to create standard business documents.	04--Create spreadsheets and manipulate data.	05—Demonstrate understanding of ethics.	06--Access on-line information resources.	07--Use electronic mail.	08--Create an electronic presentation.	09--Create a project for a different content area using computer technology skills.
Student Name			**4 = Highly Skilled 3 = Moderately Skilled 2 = Limited Skill 1 = Not Skilled**								
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