UTAH CTE SKILL CERTIFICATE PROGRAM SUMMARY SCORE SHEET—OPTIONAL **COMPUTER TECHNOLOGY II**
BUSINESS EDUCATION **TEST #251**

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 graphics, headers and footers in **two** software applications.	02--Use word processing software to create: reports, tables, and mail merge.	03--Use spread sheet software to create: workbooks, charts, and worksheets.	04 --Use presentation software to create: slide show and speaker notes.	0 -- Use database software to create: tables, queries, and reports.	06—Complete a project that combines the use of word processing, spreadsheet, and electronic presentation software.
Student Name			**4 = Highly Skilled 3 = Moderately Skilled 2 = Limited Skill 1 = Not Skilled**					
	Y	N						
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