

# 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: Digital Business Applications  
School: \_\_\_\_\_ Test Number: 215  
# 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. Identify and incorporate the communications process/cycle.
2. Compose business documents (letters, reports, memos, etc.) And use software templates.
3. Create and understand financial documents (purchase orders, invoices, and purchase requisitions).
4. Create and perform an oral presentation using presentation software, visual aids and handouts.
5. Understand the impact of cultural differences in international business.
6. Use a reminder/time management system(s) to calendar and prioritize work activities.
7. Understand office ergonomic, security, and safety issues.
8. Organize a business meeting (arranging for facilities, conducting, setup, agenda, minutes, etc.).
9. Identify: record life cycle, manual/computerized filing, storage medium, retention schedule.
10. Demonstrate the use of reference materials (dictionaries, thesaurus, manuals, etc.).
11. Identify proper handling of incoming and outgoing mail, federal postal and other mail services.
12. Demonstrate telephone procedures, services and etiquette when placing and receiving calls, voice mail, e-mail, speaker phones, and video/audio conference calling.
13. Understand and/or demonstrate: fax machines, photo copiers, scanners, postage meters, and electronic calculator/keypad.
14. Understand and/or demonstrate the use of e-mail and its properties.
15. Understand the terminology of computer hardware, software, telecommunications, and networks.
16. Demonstrate the use of the Internet in accessing business information.
17. Identify characteristics of: attitude, professionalism, ethics, decision making, and problem solving.
18. Discuss group/team dynamics and interactions between coworkers.
19. Conduct a job search, complete an application, prepare a resume, and participate in an interview.

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: \_\_\_\_\_