#### Student Name:

#### UTAH CTE SKILL CERTIFICATE PROGRAM BUSINESS EDUCATION

## COMPUTER TECHNOLOGY TEST #250

# PERFORMANCE SKILLS EVALUATION CHECKLIST (OPTIONAL)

May be used by student or teacher to record ongoing progress.

Student Name: \_\_\_\_\_ Period:

### Performance rating scale:

- 4 = Highly Skilled Successfully demonstrated without supervision
- 3 = Moderately Skilled Successfully demonstrated with limited supervision
- 2 = Limited Skill Demonstrated with close supervision
- 1 = Not Skilled Demonstration requires direct instruction and supervision

A minimum score of 3 for each of the following performance skills must be achieved to meet state skill certification requirements—which represents attaining at least 80% competency on the applicable state core standards.

Standard 01 – Technology Operations and Concepts	1	2	3	4
Students will be introduced to and be able to demonstrate a sound understanding of computer technology: what types of technology exist, how types of technology function, what component parts work with specific technologies.				
<ul> <li>Demonstrate understanding of computer hardware, peripherals and troubleshooting.</li> <li>Understand, evaluate, and use computer software.</li> <li>Explore and demonstrate understanding of managing operating systems.</li> </ul>		S.		-
	1	2	3	4
Standard 02 – Productivity Applications	-			
Standard 02 – Productivity Applications Students will understand and effectively use the common application functions with word processing, spreadsheets, and presentation software and routinely interact, collaborate, and publish with peers/online communities using these tools and functions.	-			

Standard 03 – Communication Networks, the Internet, and Digital Citizenship	1	2	3	4		
Students will understand and be able to effectively use and navigate networks and the Internet						
<ul> <li>Interact with and be a part of using computers.</li> <li>Identify network fundamentals.</li> <li>Demonstrate skills for digital citizenship.</li> </ul>						
Standard 04 – Electronic Communication and Collaboration	1	2	3	4		
Students will use multiple processes of communication. They will understand what appropriate means of communication is most beneficial for a given task's purpose and audience						
<ul> <li>Interact with and identify different types of electronic communication/collaboration: email, cell phones, blogs, teleconferencing, social networks, email and other electronic devices/tools.</li> <li>Search effectively</li> <li>Students recognize ways in which human lives interact with and utilize</li> </ul>						
computers Standard 05 – Course Integration throughout General Education Classes	1	2	3	4		
Students will use their document processing, spreadsheet, and/or electronic presentation skills to complete a cross curricular project during the semester (or trimester, etc.,) in which they are enrolled in the Computer Technology course						
<ul> <li>Students will use any or all of the following in a project to be presented to the Computer Technology teacher and a cross-curricular teacher: document processing, spreadsheet, electronic presentation.</li> </ul>						

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