



College and Career Readiness Portfolio

The purpose of your portfolio is to help you get a job, a volunteer position, or be accepted to a college. You should build a network of people who can help you in these efforts. You have probably already begun to build one, even if you have not thought of it in these terms. People in your network include your instructors, employers, coworkers, or counselors who know about your skills and interests. Those who participate with you in volunteer efforts, clubs, or other organizations can also be part of your network. These people may help you learn about open positions and may be able to give you information that will help you get a position.

1. Identify people who are part of your career network as described above.
2. Create a database to contain information about the people. Include each person's name, contact information, and relationship to you. For example, the person might be a coworker, employer, or fellow club member.
3. Save the file in your e-portfolio. Place a printout in the container for your print portfolio.



Business Calculations

The business calculations event is an objective test that covers multiple problems related to various business applications. Participants are usually allowed one hour to complete the event.

To prepare for a business calculations test, complete the following activities.

1. Well in advance of the date of the event, visit the organization's website.
2. Download any posted practice tests.
3. Time yourself taking the tests with the aid of a non-graphing calculator. Check the answers and correct any mistakes you may have made.
4. Review the Math Skills Handbook in this text.
5. Visit the organization's website often to make sure information regarding the event has not changed.