

Business Computer Applications 11

Progress Chart

Name:

Start Date:

CCI Manuals Windows XP #
Excel #

Living Online #
Access #

Word #
PowerPoint #

✓	Unit	Material Covered	A	B	C	Avg %	DATE
	1	Improving Keyboarding Skills					
	2	Introduction to Microsoft Windows XP					
	3	Introduction to the Internet & E-Mail					
		Proficiency Test #1					
	4	Introduction to Microsoft Word					
	5	Introduction to Microsoft Excel					
	6	Introduction to Microsoft Access					
	7	Introduction to Microsoft PowerPoint					
		Proficiency Test #2					
	FINAL	FINAL COURSE GRADE					

Grade Calculation	SCORE	OUT OF	WEIGHT	EQUALS
Unit tests		700	x 60%	
Proficiency tests		200	X 40%	
			FINAL %	