

Data Management 12

Progress Chart

Name:

Start Date:

Fee Paid _____

CCI Manuals Word #
Access #

Excel #
PowerPoint #

✓	Unit	Material Covered	A	B	C	Avg %	DATE
	1	Improving Keyboarding Skills					
	2	Extending Word Processing Skills					
	3	Extending Spreadsheet Skills					
	Proficiency Test #1						
	4	Extending Database Skills					
	5	Extending Presentations Skills					
	Proficiency Test #2						
	6	Research Report: Ethical Computer Use					
	FINAL	FINAL COURSE GRADE					

Grade Calculation	SCORE	OUT OF	WEIGHT	EQUALS
Unit tests		600	x 60%	
Proficiency tests		200	X 40%	
			FINAL %	