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First Name	Business and Personal Finance Rubric: Cash or Credit Spreadsheet
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	Advanced	3 Points/Proficient	2 Points/Needs Improvement	1 Point/Failing	Teacher Eval	
<p>A.1 Actively and critically reading, listening, and observing. A.2 Asking appropriate questions. A.3 Conducting independent research. P.1 Assimilating and organizing information P.3 Drawing inferences and making conclusions.</p>	Formatting and Inputting Text Information and Formulas	<p>1. Correct input of cash and credit information 2. All numbers and formulas placed in correct cells 3. Correct application of Excel formulas 4. Consistent formatting of text and cells 5. Correct title and file name</p>	<p>Includes 4 out of the 5 required elements Includes 2 out of the 5 required elements</p>	Includes 3 out of the 5 required elements	Input part of the cash and credit information into Excel.	
A.1 Actively and critically reading, listening, and observing.	Proofreading	0 - 1 uncorrected errors	2 - 3 uncorrected errors	4 - 5 uncorrected errors	7 or more uncorrected errors	
A.2 Asking appropriate questions. P.4 Creating and designing unique solutions to problems and challenges	Completeness	Completed in allotted time	75% completed	50% completed	Less than 50% completed	
C.3 Using technology to present information.	Application of Technology	Cash and credit information is accurately entered into MS Excel and cells are formatted as per instructions. Hardcopy is submitted and is accurate. Presentation is sub-standard.	Cash and credit information is accurately entered into MS Excel as per instructions. Hardcopy is submitted and is mostly accurate.	Cash and credit information is accurately entered into MS Excel as per instructions. Hardcopy is submitted and is mostly accurate. Presentation is sub-standard.	Cash and credit information is not accurately entered into MS Excel as per instructions.	
P.1 Assimilating and organizing information	Organizational Skills	Begins task immediately	At task with minimum delay	At task with some delay	At task with major delay	
					Grade	
Grade Scale	4 = A	3 = B	2 = C	1 = D-F		