**Course Tracking Tool**

Complete a separate sheet for each class. Review your class syllabus at the beginning of the semester and begin filling in this sheet. Review it periodically through the semester and update information as needed. Use the Source File Names/Location column to keep track of any electronic documents that could be used as work samples.

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|  **Course: Semester:** **Subject Area:** |
| **Date** | **Project/ Assignment** | **Skills Demonstrated** | **Key Skill Area** | **Skill Type (Hard, Soft, Transferable)** | **Source File Names/Location** |
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