



## Grading Summary:

Tasks/Products/Assessments  <i>What are the major components of the grade for this course?</i>	Content Area*, Standards and Performance Indicators for this task or product.  <i>Example:</i> ELA: C- 1,2,3 : Science: B- 3,5,7 : SS History: H- 2	Is a <u>scoring guide</u> (rubric) available to students?  Y or N	Are <u>examples</u> available to students?  Y, N, or N/A	Weight in grading period (if applicable.)  <i>Example:</i> 20%	Required Component of Local Assessment System?  Y or N
Additional components of the grade, if not included above:					
	Total should be equal to Columns 1 & 2, above			Total should be 100%	

\*Abbreviate: English Language Arts= ELA,, Career Preparation=CP, Modern and Classical Languages=MCL, Social Studies=SS, Visual and Performing Arts=VPA, HPE=Health & Physical Education

### **Textbooks, video, reference, supplemental materials (Please use MLA/APA citations for published works):**

Basic Skills for the Modern Office, Whalen; South-Western, c1989

The Secretary – Carrollwood Industries, Inc., McIntosh and Welter; South-Western, c1989

How To Find and Apply For a Job, Kushner; South-Western, c1982

The Job You Want – How To Get It, Blackledge and Blackledge; South-Western, c1983

Getting A Job, Processing Kit, Robert Zedlitz; South-Western, c1993