

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
Technique rating sheet					
Daily Class work					
Teacher-made quizzes and tests					
Timed writings					
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):

Keyboarding , Formatting, & Document Processing, Crawford, et al.; South-Western Publishing Co., c1987.

Reports: Formatting Applications, Geoge P. Gill, South-Western Publishing Co., c1990

T-Shirt Factory II, A Keyboarding Simulation, Dean Clayton, South-Western Publishing Co., c1987

101 Typewriting Timed Writings, James M. Thompson, South-Western Publishing Co., c1971

Typing Power Drills, Lloyd, Rowe, and Winger; McGraw-Hill Book Co., c1965