

Labay Middle School Course Syllabus 2008-09

Each teacher at Labay Middle School provides a course syllabus to students and parents during the first six weeks of a course. This document contains general information about the course in which the student is enrolled. Each six weeks teachers also provide a scope and sequence which describes six weeks units and lists major tests and assignments. The first six weeks scope and sequence is on the back of this course syllabus. Please be aware that a scope and sequence for any given six weeks grading period is subject to change based on student needs.

Course/Level/Grade	Keyboarding 7th & 8th grade
Teacher Name	Mrs. Alison King
Room Number	E200
Conference Period(s)	1st Semester: 5th period – 12:36-1:24 p.m. 2nd Semester: 1st period – 8:10-8:58 a.m.
Scheduled Tutorials	Tuesday mornings – 7:25-7:55 a.m. Thursday afternoons – 3:20-3:50 p.m.
Test Days	Mondays
Textbook Title	Century 21 – Keyboarding, Formatting, & Document Processing
Method of Grade Calculation	1 st Six Weeks – Tests = 25%; Technique = 50%; Daily = 25% 2 nd & 3 rd Six Weeks – Tests = 25%; Timings = 25%; Daily = 50%
Required Daily Materials	<i>Assignment Book, Pencil for scantron tests, Pen/pencil for notes, A section in binder for notes/study sheets</i>
Homework Expectations	Study for Tests/Quizzes
Other	Turn in assignments the day they are due One package (500 count) printer/copy paper needed

For all state-approved courses, the State of Texas has developed the Texas Essential Knowledge and Skills (TEKS) which define the guidelines under which CFISD must develop the objectives/skills for the course. The complete TEKS document, which was approved by the Texas State Board of Education (July 1997), may be found on the internet at www.tea.state.tx.us/teks and is accessible by teachers, parents, and students.

Additional information regarding programs in Cypress-Fairbanks ISD may be found on the internet at www.cfisd.net.