

**Grading Criteria**  
**Business Education**

**Part 1.**

90%	100%	A
80%	89%	B
70%	79%	C
60%	69%	D
50%	59%	Failing

**Grading Components:**

<b>A. Test average</b>	<b>50%</b>
<b>B. Project</b>	<b>25%</b>
<b>C. Classwork</b>	<b>25%</b>
<b>Total= 100%</b>	

Note: The criteria above is for BOTH Business Lab and Keyboarding.  
Additional criteria for keyboarding are listed below.

**Part 2**

QUARTER	1	2	3	4
A	25	40	50	60
B	20	35	45	55
C	15	30	40	50
D	10	25	35	45

Gross words (GWAM) minus errors= Correct words (CWPM)  
Use the criteria above and the speed to determine your grade.