

Course Information Sheet

Grades will be a weighted average of daily work, quizzes, tests, special activities, and any other class activity I see fit:

Point Breakdown:	<u>1st 6-Weeks</u>	<u>2nd, 3rd, 4th, 5th, 6th 6-Weeks</u>
	40%--Quiz/Test	%-- To
	50%--Daily Work	%-- Be
	10%--Keyboarding	%-- Determined

Calculation of Semester Grade Points:

$$1^{\text{st}} \text{ Six Weeks } \times 2 + 2^{\text{nd}} \text{ Six Weeks } \times 2 + 3^{\text{rd}} \text{ Six Weeks } \times 2 + \text{Final Exam } \times 1 = \text{Final Grade}$$

1. Class participation is mandatory. Participation consists of, but not limited to:
 - Being prepared for class each day
 - Active listening
 - Actively pursuing excellence in all aspects of Office 2007.
2. Respect for the learning environment is necessary at all times, this includes but is not limited to:
 - Bringing all necessary supplies (pen, paper, etc.)
 - Being quiet during instruction and demonstrations
 - Being kind and courteous to all classmates
3. Tardies will be handled according to school policy. Refer to your student handbook for details.
4. It is your responsibility to have any absences excused. You have one day for each day EXCUSED absence to make up missed work. It is your responsibility to complete and turn in any make-up work.
5. If you are absent the day of the test you will be expected to make it up as soon as possible outside of normal class time. Please see me to set up a time.
6. Sharing or copying of work is **banned** in my classroom. Those caught doing so will receive an automatic zero (0) for the work involved.
7. All written work must be legible and contain a header and footer.

I look forward to a great semester!