

7TH GRADE COMPUTER KEYBOARDING
Classroom Policies
Mrs. Wills
2013-2014

Overview

This class covers (1) keyboard mastery techniques, (2) speed and accuracy in keyboarding, (3) word processing and other application software skills, (4) communication skills, and (5) production competencies.

Attendance

Since this is a semester class, you are allowed up to ten (10) absences. After ten (10) absences, the rules in the Student Handbook are enforced.

Make-up Work

If you are absent, it is your responsibility to find out what you missed and make sure that you make up that work. This is also applicable to work missed due to sports. If you do not make up your missed assignments, you will receive a 0 for that assignment. (See Student Handbook)

Evaluations

Tests

You will have written exams as well as performance exams. Tests will be announced in advance. Tests will count as 50% of your grade.

Daily Grades

This consists of quizzes and daily assignments. Daily grades will count as 50% of your grade.

Speed

This reflects the best timing grade turned in at any time during the semester. It will count as two daily grades.

DISCIPLINE

Lab Rules

1. **Do NOT** change the settings on the computers (background, screen saver, etc.)
2. **Do NOT** download anything from the Internet. **Do NOT** play games.
3. Use only your assigned computer.
4. No Internet chatting, e-mailing, etc.
5. **Do NOT** save anything on the hard drive! It will be erased periodically. Use your flash drive.
6. Students are expected to be on time to class; there is ample time before class to visit the restroom.
7. Textbooks will be available in the computer lab and should be left there. Flash drives used to save assignments should also be turned in daily.
8. Homework will be kept to a minimum, but you may visit our website at www.southlandacademy.org under the Homework Assignment heading and view what assignments have been made for the class. My e-mail address is jwills@southlandacademy.org.