

Grade Expectation Sheet
2011-2012

Department: Business Education
Course: Computer Applications*

Classroom Rules:

- Arrive to class on time.
- Handle equipment and other school property with care.
- Put in additional computer time if and when needed.
- Make up missed tests or assignments within one week after being administered.

Grading Policy:

Class Participation	20%
<i>[Listening, taking responsibility for assignments and materials, staying on task, attending regularly, arriving on time.]</i>	
Classwork	40%
Tests/Quizzes	40%

Extra help hours will be posted in the Business Department and parent contact will be made as needed.

The Business Department phone number is: (516) 539-9422.

The best time to call 8 – 3 pm.

***Please Note: Students in grades 10, 11 and 12 are eligible to earn three college credits from C.W. Post University at a fraction of the tuition cost. Deadline for applying: September 30, 2011.**