

**Grade Expectation Sheet
2011-2012**

Department: Business Education

Course: Keyboarding

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:

1st Marking Period (Technique only) 80%

Class Participation 20%

[Listening, taking responsibility for assignments and materials, staying on task, attending regularly, arriving on time.]

2nd – 4th. Marking Periods

Class Participation 20%

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 is 8 – 3 pm.