

Computer Applications Guidelines and Grading

Mr. David Bergt, Instructor

- Love the Lord your God with all your heart, soul, and mind. Love your neighbor as yourself.
- Save your work often! Save every ten minutes and every time you complete something you don't want to do again. Save before printing. If something happens to the computer while you are working you will lose everything that hasn't been saved.
- Applications will be graded with a 0-10(10=A, 0=F). Only perfect applications will receive a 10. After grading your applications you should correct and resubmit your application once. I will record the second of the two grades.
- Read directions very carefully. Most poor grades are due to skipping steps or misreading directions.
- You must keep your papers in a folder. You must keep track of assignments that need to be reworked. You may want to keep completed assignments with difficult steps so that you can look back at them later. You will lose points if you do not bring your folder.
- Throw papers away or take them with you. If you leave papers around the computers you will lose participation points.
- You may not play games, use instant messaging, check E-mail, or any other activity unless you have received special permission from me.
- Bring homework to do if you finish early. If you have no work, bring your SSR book.
- Remember your password! If you have a poor memory write it down somewhere.
- I may require you to redo assignments if they are done incorrectly. Your grade for the assignment is a 0 until the assignment is completed.
- Participation is 10%. Participation is based on your class behavior and effort and can be above 100% or below 0%.
- Any student found to have copied another's application or allowed another student to copy their application may receive a 0% for the **course**.