Computer Literacy

Syllabus

Miss. O’Brien

Guidelines:

RESPECT: When someone is speaking, YOU are LISTENING!

Hands TO SELF!

Eating and Drinking in the Computer Lab is out!

Please turn off Personal Electronic Devices!

Be Prompt

GRADES:

Discovery Learning – 25%

Keyboarding – 25%

Tests – 25%

Projects – 25%

Follow the guidelines and complete all assignments you will receive 100 total points!

Computer Literacy will be interesting and fun if you follow the syllabus. Come to class ready to work every day and you will succeed. Your ATTITUDE is important and will dictate how you perform in this class!