

# COMPUTER APPLICATIONS TOP TEN TIPS

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**10.** Attend class regularly. When you are absent, It is **YOUR RESPONSIBILITY** to make up missed computer time and work. (84 minutes class time missed = 84 minutes make up time) You are expected to see Mrs. Meyer on the first day you return to school to arrange this time, *even if you do not have class on that day!*

**9.** If you know you are going to be absent, get your assignments from Mrs. Meyer **IN ADVANCE** to make up any assignments or tests. You will receive a score of 50/50 for communication at the start of the semester. For each planned absence for which you did not talk to the teacher, you will lose 5 points from the 50.

**8.** Avoid falling behind on class work! With your own laptop, you can complete work at home!

**7.** Clean up your work area when you are finished. Return instruction sheets to the table at the back of the room.

**6.** Bring your notes, paper, and a pen/pencil to class every day.

**7.** Keep Mrs. Meyer happy!

## Do

- Respond to Mrs. Meyer during class
- Join the Remind group
- Use every moment of your class time
- Get started as soon as you arrive in class
- Keep your laptop charged

## Don't

- Bring non-approved food/drink to class
- Spend class time playing games, surfing the web, messaging someone
- Use cell phone without permission
- Use headphones unless directed
- Handle things that are not yours
- Pull up/write on desktops

**4.** Complete all work to the **BEST OF YOUR ABILITY!** Points will be accumulated from written assignments, computer assignments, class activities, tests, projects and use of class time. Grades will be issued using the NC Grading Scale; however, grades will not necessarily be rounded.

**3.** Turn in your work *on time!* Late work will be penalized as follows.

Late written assignments  
Late computer assignments

10% for each day late (not class period)  
Due the class period following the last day spent working on it in class with no penalty. It will be docked 10% per day after that date, but will hold at 50% value forever.

## 2. ASK QUESTIONS!

## 1. BE EXCITED ABOUT TECHNOLOGY!

**Need Reminders and Extra  
Credit?**

Text to: 81010  
@nccompappl