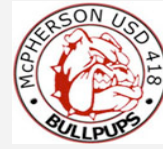


# McPherson High School

## Class Expectations

### 2008 - 2009



Instructor Christopher Strathman

Class Word Processing

Period 4th hour

#### Course Description:

Emphasis will be placed on reviewing the proper techniques of keyboarding, the basic functions of Microsoft Word 2007 for Windows software, and production of business correspondence and documents.

#### Materials needed for the class:

1. A pencil. You can leave one in your assigned basket.
2. Any outside work or assignments brought in on due date.
3. Something else to do (if time allows, read a book or other class assignments).

#### Types of activities taking place in your classroom:

A majority of class time will be hands-on instruction reviewing the keyboard, utilizing drills and reinforcement activities. Students will produce various documents in Microsoft Word in addition to the typing practice.

#### How students will be evaluated:

Students will be evaluated on their techniques, attitude, daily work, and timed writings, getting to class on time, and composition at the keyboard.

#### Discipline rules and expectations:

1. Respect the right of the teacher to teach and the students to learn.
2. Demonstrate courtesy and respect for people and property.
3. Arrive to class before the bell rings and have proper materials for the class.
4. Do your own work--cheating will not be tolerated. Rely on your own abilities. Consequences: automatic zero for assignments and office referral.
5. Follow rules regarding computers in Student Handbook and Computer Use Contract.
6. Drinks, food, candy, etc. will not be allowed in the computer labs.
7. Remain in your seats until dismissed.

#### Consequences for inappropriate classroom behavior:

1. Verbal warning.
2. Conference if behaviors persist.
3. Major offenses for flagrant or malicious vandalism to school property or property of others will result in more severe consequences at the discretion of administration.

#### Additional Comments

Instructor's Name

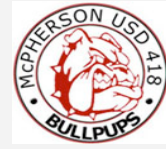
Christopher Strathman

Name of Class:

Word Processing

I have read and understand the Classroom Expectation:

**McPherson High School**  
**Class Expectations**  
**2008 - 2009**



Instructor Christopher Strathman

Class Word Processing

Period 4th hour

Parent/Guardian signature

Date

Student signature

Date