

2016-2017 St. Mary's Prep Teacher Info

Teacher Name:

Maysa Anwar

Course title

Computer Applications / MS Office 2016

Grade Level(s):

Freshmen

Total Points or Category Averages:

Category Averages

If category averages, what is the breakdown:

Homework: 20% | In-Class Assignments: 20% | Tests: 30% | Quizzes: 10% | Projects: 20%

Late homework policy:

Late submission of assignments will be assessed a penalty of 5% per day.

Standard test format:

Multiple Choice, Matching, True/False, and Short Answers

Frequency of tests/formal assessments:

One test per marking period

On average, a student will have written homework 2 times per week

On average, a student should spend 15-20 minutes per night preparing for class.

General availability for assistance outside of class:

Before School

Keys to success in my class:

Taking notes, organization, meeting deadlines, and time management.

Additional notes:

St. Mary's is working to find a solution that will reduce your out of pocket expense for the new textbook for this class. Until a feasible solution can be found, your son will be provided with any necessary materials. If you would like to purchase your own copy of the text, please contact the instructor.