

You *will* earn 1 point for *all* the following:

- Be on time for class
- Be prepared
- Appropriate behavior
- No gum!
- Leaving the computer station in proper order
  - Log off
  - Push in chair
  - Clean area around computer
  - Computer is the same as you found it
    - No changes in desktop, monitor or keyboard

You *can* earn extra points for *any* of the following:

- Helping others
- Outstanding work
- Doing more work than required