

Vista Adult Education – Policies

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Vista Adult School Official Website: <http://www.vistaadultschool.org/home.html>

Check out www.NeverStopLearning.weebly.com for links and information regarding this class!

POLICIES

TRAINING POLICY

1. This course is designed to meet the individual needs of each and every student.
2. The training is designed to be completed successfully by any student who enrolls and attends.
- 3. You will be expected to complete homework, take tests, and participate in classroom projects.**
4. Objectives for this course:
 - a. Develop information management, technology and communications skills that are valuable for all types of workers
 - b. Develop an awareness of how to learn as new technology, processes and procedures are introduced in an organization
 - c. Develop a thorough view of time management and productivity
 - d. Reinforce skills involving math, language, decision making, critical thinking, and teamwork
 - e. Develop understanding of basic qualities and attitudes that are important in the work environment
 - f. Develop an awareness of your interests, strengths, and weaknesses related to the demands of a work environment
5. Treat your time in class as if you were going to work.
- 6. Dress properly and use professional behavior.**
- 7. Get to class on time. Do not leave class early.**
8. Be polite and helpful to other students and to the Instructor – **you** are developing qualities, attitudes and communication skills that will be important in the workplace!
9. Do your best! Keep busy during classroom hours and make the most of your time here.
- 10. It is your responsibility to complete all the required coursework.**
- 11. If you need help from your instructor or have a question, you need to communicate this.**
12. After successfully completing this class, you will qualify to continue on to the next level in the Professional Business Academy
13. When you successfully complete all competencies required for your individual level you will earn a **Certificate of Completion – if you do not complete all required information you will only receive competencies for what you have completed.**

ATTENDANCE POLICY

1. You are allowed no more than **2 absences**.
2. You must call or email the Instructor to notify him/her that you will be absent.
3. If the Instructor does not hear from you, he/she will assume you are not coming back.
4. All required assignments must be completed, even if you have been absent.

CLASSROOM RULES

1. Please sign the attendance sheet for each class session that you attend.
- 2. Absolutely no eating is allowed in the classroom.**
- 3. No drinks are allowed in the classroom, except for a water bottle with a closing cap.**
4. This is a smoke-free campus – no smoking allowed except in the designated areas.
- 5. NO INTERNET use unless instructed by the Teacher.**
6. Please handle the equipment in the classroom with care! You will be directed to use the computers when appropriate. **Do NOT** turn the computers on unless you are directed to do so.
7. No talking during lectures, unless it is a question to ask the teacher.
8. Clean up your work area when you leave and check for any personal belongings.
9. Your help and cooperation is much appreciated!

DISMISSAL POLICY

Vista Adult School has established the following policy regarding dismissal. Students may be dismissed from the program when it is determined that the student is failing to meet course objectives.

Student may be dismissed from the program for the following.

1. Failure to meet module objectives.
 2. Unprofessional conduct in classroom setting.
 3. Habitual profanity.
 4. Habitual tardiness or absence, which jeopardizes student learning.
 5. Possession of, or under the influence of, alcoholic beverages or drugs during school hours.
 6. Evidence of taking alcohol or illegal drugs while in the school areas.
 - 7. Signing in and leaving without notifying the instructor.**
 8. Poor attitude or conduct which results in failure to meet course objectives.
 - 9. Continued tardiness.**
 - 10. Excessive absences.**
 11. Lying, cheating and/or stealing.
 12. Other actions that violate the Expectations of Students
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