

CLASSROOM POLICIES AND PROCEDURES
TEACHER: MS. RIORDAN
COMPUTER TECHNOLOGY 5
2011-2012

OBJECTIVES

The Computer Technology curriculum has been designed to meet the following objectives:

- to become familiar with the basic operation of the Windows operating system
- to become familiar with the computer keyboard
- to promote computer literacy – current news, events and innovations; how technology is affecting our society
- to introduce the basics of integrated application software – word processing, data base, spreadsheets, and multimedia presentations tools
- to promote appropriate use of the Internet as a tool for research and communication

METHODOLOGY

My approach to this class is to minimize lecture time and maximize “hands-on” lab time.

- Class Projects 90%
- Quizzes 10%
- Quarterly Evaluation M Meets Expectations
 P Progressing
 I Improvement Needed

SCHEDULE

This class meets once a week for 50 minutes. All students are welcome to use the lab before or after school by making arrangements with me.

I look forward to working with your children throughout the coming year and will strive to give each student an interesting and productive computer experience.