

CLASSROOM POLICIES AND PROCEDURES
TEACHER: MS. RIORDAN
COMPUTER TECHNOLOGY 7-8
2011-2012

OBJECTIVES

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

- to promote mastery of integrated application software – word processing, data base, spreadsheets, and multimedia presentation tools
- to promote appropriate use of the Internet as a tool for research and communication, emphasizing the responsibility of moral, ethical, and legal choices
- to promote computer literacy – current news, events and innovations; how technology is affecting our society; hardware considerations

METHODOLOGY

My approach to this class is to minimize lecture time and maximize “hands-on” lab time. Occasionally, homework and outside projects will be assigned. This is a one semester course.

- Class Projects 90%
- Quizzes/Homework 10%
- Quarterly/Semester Evaluation A B C D F

SCHEDULE

Classes meet once a week for 45 or 50 minutes, depending on your student’s personal schedule. 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.