

T e c h n o l o g y **C** o m m u n i c a t i o n s
S y l l a b u s
5 ^t h **5** r a d e

COURSE DESCRIPTION

THE PURPOSE OF THIS COURSE IS TO TEACH STUDENTS BASIC TECHNOLOGY SKILLS.

STUDENTS WILL IMPROVE KEYBOARDING SKILLS, BUILD WORD PROCESSING SKILLS, AND BASIC SPREADSHEET FUNCTIONS

GRADES

GRADES WILL BE TAKEN FROM KEYBOARDING, SKILLS LESSONS, EFFORT, ACTIVITIES, PROJECTS, AND ASSESSMENTS.

LATE AND MISSING WORK

STUDENTS ARE RESPONSIBLE FOR ASKING ABOUT MAKE UP WORK WHEN ABSENT. STUDENT WILL NEED TO MAKE TIME TO WORK ON COMPUTER IF NOT COMPLETED DURING CLASS. LATE WORK WILL BE TAKEN FOR PARTIAL GRADE.

SUPPLIES

PENCIL (EVERYDAY)

EARBUDS