

Tech Exploratory Class Syllabus

Goals:

- To improve keyboarding skills
- To improve word processing skills
- To use PowerPoint (on a limited basis)
- To improve general technology skills, such as accessing help, using menus as well as keyboard shortcuts, using tools, etc.
- To allow for on-line research

Requirements for Completion:

- Complete keyboarding program with a goal of 25 wpm with 3 or less errors
- Complete self portrait using PowerPoint
- Finish skill checks in word processing
- Conduct on-line research regarding the history of technology, time permitting

Supplies:

- Pen or pencil

NOTE: *Activity and keyboarding deadlines are based on you being in class and on-task. If you fall behind due to absences (music lessons, illness, field trips, doctor's appointments, etc.) or inappropriate behavior, it is your responsibility to make-up work on your own time (before or after school, at home, etc.).*

