



# Technology Grades 5-8 Syllabus

My name is Teri Kesselmeyer and I am the technology teacher for grades 5-8. I am enjoying your children very much. They are very eager to learn, and have taught me a few things too! I am here Mondays, Tuesdays and Thursdays and can be reached by email at [tkess@stvdp.org](mailto:tkess@stvdp.org). Please don't hesitate to contact me.

Here are a few of the things we will be learning this year:

## **Participation-(50% of grade)**

- Students are expected to participate in class and follow Internet and Computer Responsible Use Agreement.
- Students are expected to communicate via Edline blog.

## **Typing-(10% of grade)**

- We use the website <http://www.sense-lang.org/> for practice and testing
- Students have their own login ID
- There is a test each quarter, improvement is expected.

## **Projects-(40% of grade)**

- Projects will be assigned each quarter using skills related to the following applications:



### Word

- Tables
- Formatting, grammar and spell-check
- Proper letter writing and mail merge
- Clipart



### Excel

- Basic functions used in a spreadsheet



### Access

- Basic database setup



### Internet

- Internet terminology and safety
- Viruses, spyware, troubleshooting
- Searching



### File management/Parts of a Computer

- How to add, delete rename folders, subfolders and create shortcuts
- Properly identify the parts of a computer and understand a network



### PowerPoint

- Individual/group presentations
- Animation and slide transition
- Addition of sound, video



### Publisher

- Individual projects including cards, letterhead, business cards