

# Lamberton Middle School

Current School Year

Dear Parent/Guardian

Hello! My name is Mr. Ross and I am the Business Education teacher at Lamberton Middle School. Digital Applications is a brand new class being offered as a component of the middle school Technology Education Curriculum. It is a course designed to challenge students as well as teach them the proper keyboarding techniques as well as give students more in-depth knowledge of computer use. This course will be offered to the students in grade 8. The students will develop their digital application skills through a carefully planned step-by-step process. The topics to be covered in this course include the following.

- |   |                                      |
|---|--------------------------------------|
| - Proper use of the computer              | - Numeric keypad                     |
| - Setting up a workstation                | - <b>PowerPoint</b>                  |
| - Alphabetic keys                         | - <b>MLA research paper</b>          |
| - Alphanumeric keys                       | - Microsoft word skills              |
| - Symbols                                 | - <b>Business letters and memos</b>  |
| - Spacing, number, & capitalization rules | - Spreadsheets                       |
| - Proofreading                            | - Speed drills of 10 and 15 seconds  |
|   | - Timing tests of 1, 2 and 3 minutes |

Digital applications not only is a strong educational skill to learn but also is a valued employable skill to master. If you have any questions regarding this course, please call me at the school at 240-6800 ext. 15914.

Sincerely

Mr. John H. Ross Jr.

Parent/Guardian signature \_\_\_\_\_

This letter is also serving as a homework assignment designed to inform you, the parent/guardian, about our digital applications class. Please sign and have your child return it to me. Thank you for your support and cooperation.

\*Extra assignments can be found on the school district's website by performing the following steps.

1. Go to [carliseschools.org](http://carliseschools.org)
2. Under the Schools tab choose Lamberton Middle School
3. Under the Quick Links section choose Staff Web Pages
4. Find Mr. Ross's name and choose Mr. Ross's Website
5. Choose Homework Assignments
6. Choose the appropriate grade level assignment link and print the assignment you need