

**Schweinfurt Middle School**  
**Preparing Students to Be Successful In the 21<sup>st</sup> Century**  
**Modeling, Teaching, Practicing, and Evaluating . . .**

**Critical Thinking and Problem Solving Skills**  
**Information & Communication Technology (ICT) Skills**

***Keyboarding / Business / Technology Applications***

Dear Parents:

It is a pleasure to have your child in my Keyboarding/Business/Technology Applications class this school year. Teaching the skills of the 21<sup>st</sup> Century will answer the who, what, and why technology is so important in this day and age. The goals below will be incorporated through lessons where students can ask pertinent questions regarding the benefits and risks of technology seek information about new technologies and participate when appropriate in decisions about the development and use of technology.

**GOALS**

- To examine the changing image of the 21st century.
- To discuss various instructional methodologies for using information technology to support the standards.
- To participate in online activities using various Internet tools.
- To apply the functionality of telecommunication services to transform the delivery of instruction.
- To develop basic keyboarding skills that include fluent manipulation of letters, figures, symbols, and basic service keys by “touch”. To develop formatting skills, produce documents such as letters, memos, reports, tables, forms, etc. using Microsoft Office Programs.
- Recognize the pervasive presence of technology in everyday life.
- Knows some of the ways technology shapes human history and people shape technology.
- Understands that technology reflects the values and culture of society.

**EXPECTATIONS**

**Students will** be expected to follow all rules of SMS.

**GRADING POLICY**

The following grading scale will be used to evaluate your child’s performance:

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

**SUPPLIES**

Folder      ♦      Pen      ♦      Pencil      ♦      Paper

**RULES**

- Students are to be seated in their assigned seat when the tardy bell rings
- Refrain from bringing food/drinks in the classroom
- Use appropriate language at all times
- Refrain from talking while the teacher or peers are speaking
- Raise your hand to be recognized
- Leave area neat and clean and chair pushed in when dismissed
- Remain seated until teacher dismisses class

**Severe disruption or disrespect will result in immediate removal from class and referral to administration. NO EXCEPTIONS due to safety issues in the lab setting.**

I look forward to working with you this school year. Feel free to contact me at **09721 804301** or email me at **[pinkie.hall@eu.dodea.edu](mailto:pinkie.hall@eu.dodea.edu)** with further questions or concerns. I am located in room 208. ***Your signature serves as proof that you and your child have read and understand the following course description, goals, expectations, etc.***

Sincerely,

***Pinkie S. Hall***

**RETURN BOTTOM PORTION**  
**(Worth 50 Points – return the next day of class)**

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I have read the course description and have reviewed it with my child.

\_\_\_\_\_  
***Child's Name***

\_\_\_\_\_  
***Parent's Signature***

\_\_\_\_\_  
***Date***