

Computer Applications
Dorman High School
Business Education Department



August 11, 2010

Dear Parents and Business Students

Welcome to Dorman High School! In today's world it is very important for all young people to have strong computer knowledge in order to be successful. The importance of technology to our rapidly changing world is undeniable. Your child is enrolled in Computer Applications with Keyboarding, which is designed to develop and build mastery in the touch method while using the computer. Students will apply keyboarding skills to create and format documents using word-processing, spreadsheet, database, and presentation software. Other content areas include computer system components, technology's impact on business and individuals, and ethical and security issues.

The course will be taught using Microsoft Office, Check Pro, MicroType Pro and IT Center 21. This is a hands-on course; there is always something to do. It is very important that your child stay focused, because time will pass very quickly. Since computers and technology are a fact of life for all of us, my goal is to develop power and competency in your child's understanding of and ability to use technology.

I hope your child will not be absent. Should your child be absent or need extra instruction or computer time to catch up, I am available before school each day, and in the afternoons by appointment. It is the student's responsibility to make up any incomplete or missing assignments on his/her own time outside of class. All work must be done in the computer lab; no work that is completed outside the lab will be accepted. Announced tests will be made up the day a student returns to class. All due dates are posted on the board; the student is responsible for checking the dates and being prepared.

Attached to this letter is the course syllabus. I am excited about the course material your child will be learning and strongly believe the benefit of learning these skills well will be of value to your child in the years to come. If you have any questions or comments, please feel free to contact me at 864-582-4347 (1230) or you may email me at phillisd@spart6.org.

Sincerely

A handwritten signature in blue ink that reads "Stacie Phillips". The signature is written in a cursive, flowing style.

Stacie Phillips
Business Department Faculty