**Touch System Data Entry – Semester One**

**Syllabus 2023-2024**

**Courses Overview & Outline**

**Semester One: Touch Systems Data Entry** High School Credit - .5 credits

In Touch System Data Entry, students apply technical skills to address business applications of emerging technologies. Students enhance reading, writing, computing, communication, and reasoning skills and apply them to the business environment. Students will need to apply touch system data entry skills for production of business documents.

This career skill is organized into the following High School Career Cluster:

* **Business Management**
	+ Business, Marketing and Finance
	+ Business Information Management
	+ Business Law
	+ Practicum in Business (CO-OP)

**Course knowledge and skills outline include but not limited to:**

* Business Communications
	+ Professionalism
	+ Examine business communication scenarios and identify behaviors.
* Keyboarding Basics
	+ Learning the proper keyboard techniques
	+ Increase Speed and Accuracy
* Business Applications
	+ Microsoft Word
	+ Microsoft Power Point
	+ Microsoft Excel

**Supplies:**

* The following supplies are optional, but will defiantly help your child throughout the year:
	+ One container of disinfecting wipes or Lysol disaffecting spray
	+ One Box of Tissue
	+ Headphones (Stereo Plug In)
* Knowledge of all your usernames and passwords!
* Students will be using a desktop computer, mouse, and headphones.

**Classroom Expectations:**

1. SCHOOL RULES APPLY
	1. Use appropriate language and treat each other with respect.
2. BE ON TIME TO CLASS
	1. I will follow the Sugar Land Middle School tardy policy.
	2. Attendance will be taken daily.
	3. Being on time to class every day ensures you have the extra time you need to mentally prepare for class.
3. RESPECT - Always, respect yourself, each other, and me!
4. NO FOOD ALLOWED IN CLASSROOM - Unless otherwise stated by nurse, no food, nor drinks in class/lab
5. NO HORSE PLAYING IN COMPUTER LAB
	1. There will always be no horse playing in the computer lab!
	2. Horse playing will result in consequences.
6. DON’T TOUCH ANYONE ELSE’S COMPUTER
	1. You should never touch, turn off, or unplug anyone else’s computer unless otherwise asked by other student for help or by teacher’s request.
7. NO CELL PHONES
	1. No Cell phones used in class during instructions, unless instructed by teacher
	2. If approved to use during individual instruction, must use earbuds
	3. ABSOLUTLY NO using cell phones to take pictures, play games, text or on social media during class time.

**Computer “Band List”**

Purpose: The purpose of the “band list” is so that we can preserve the proper function of the student’s desktop computers as long as we can by using proper technology etiquette.

 **RULES:**

1. Students must ALWAYS log out of their computer at the end of their class period
2. Student must NEVER have food or drinks around the computer at any time! (student may step away from computers to drink water and approved snack by nurse/doctor)
3. Students must NEVER use the “Switch User” option if another student’s log in is present at the time of their class period. The student MUST notify the teacher
4. Student must NEVER play games, have inappropriate internet use, download any unauthorized apps, etc.

**CONSEQUENCES**:

1. Student’s name added to the “Warning” list on board
2. Phone Call home with parents regarding the behavior violated (with #2 added to students’ name)
3. Student is band from using the computer in class for 3 days with parent contact
4. Student is band from using the computer in class for a week with mandatory parent/administrator conference.

 **Behavior Expectations:**

* Do things that will not prevent me from teaching, nor you or others from learning.
* Respect yourself, others, and your school.
* Be responsible.
* Listen

**Consequences:**

Students who disregard any of the expectations listed above should expect the following consequences:

* Student Warning
* Conference with student
* Contact the parent/guardian
* Detention will be given
* Referral to grade Level Principal

**Tardy Policy:**

The SLMS tardy policy will be strictly enforced. When the tardy bell rings all students should be in the classroom, ready to begin. Please see Sugar Land Middle School Tardy Policy for consequences.

**FBISD Grading Policy:**

* Major Grades will count as 50 percent of the student’s grading period average
* Daily Grades will count as 50 percent of the student’s grading period average
* A minimum of 9 daily grades per grading period (i.e.: guided or independent practice, quizzes, activities, participation, teacher observation (e.g., small group participation, labs, oral presentations), and homework)
* A minimum of 3 major grades per grading period (i.e.: chapter or unit tests, projects, research paper and, skill assessments (e.g., essays, performance, oral presentations)

*Students’ grades can be found on Skyward Family Access at any time throughout the school year. Make sure to contact your child’s respective counselor for Family Access username and password.*

**Late Work**

Late work will be accepted according to the SLMS guidelines to allow students to demonstrate proficiency. Guidelines apply to all assignments.

1 day late – 10 points deducted from full credit

2 days late – 20 points deducted from full credit

3 days late – 30 points deducted from full credit

\*\*Assignments will not be accepted after 3 days late (except for special circumstances) \*\*

\*\* If late assignments ARE accepted (outside of absent excuses), you have two days to notify me of a missing assignment to see if I will accept for a max grade of a 50% \*\*

**Tutorials:**

By appointment only. All instruction and assignments are located in Schoology and can be done at home on a laptop or desk top computer.

**Homework:**

Homework is not typically assigned in Touch Systems; however, assignments are expected to be completed by the given **due date**. If a student is behind, they can access all coursework from home by accessing Schoology. Typing practice is also strongly encouraged at home as it helps increase speed and accuracy. I encourage reviewing assignments with your child each night!

I am looking forward to a wonderful school year with you in my class ☺

***“Attitude is the Mind’s Paintbrush; it can color Any Situation”***

This syllabus is located in Schoology for future references if needed.

**Touch Systems Data Entry Agreement**

(PARENTS - Please understand the expectations and responsibilities of your student in this “business-like” opportunity. Look this over carefully with your student and please call/email me with any questions. I look forward to a very exciting year)!

**Students AND parents initial each line and sign at the bottom.**

Student: \_\_\_\_\_\_ Parent: \_\_\_\_\_\_ I understand I will learn how to safely care for and use all equipment

Student: \_\_\_\_\_\_ Parent: \_\_\_\_\_\_ I understand I am responsible for all equipment I use, and I will be responsible and not play around while using the equipment.

Student: \_\_\_\_\_\_ Parent: \_\_\_\_\_\_ I understand I am responsible for the times I am on the computer and/or internet and know that I can lose my privileges if I am ever irresponsible (abiding by the “band list” rules).

Student: \_\_\_\_\_\_ Parent: \_\_\_\_\_\_ I understand that under no circumstances is there to be food or drinks of any type in this classroom.

Student First and Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Daytime Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STUDENT SECTION**

I have read and understand Ms. Hawkins syllabus for Touch Systems Data Entry. I agree to follow the course and behaviors expectations and I understand the actions that will be taken if I do not follow them. I have also read through and understand the make-up policy and late work policy. I also promise to do my BEST to come with a ***positive attitude***.

Student Name (printed NEATLY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period: \_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

**Signature Page DUE: Friday, August 19, 2022 for Daily Grade!**

**Late work policy will apply!**