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Dulles High School
Touch Systems Data Entry (TSDE) – One Semester
Syllabus 2020-21

Note from Mr. Bray

Welcome to the 2020 school year! I am super pumped to be your TSDE teacher for this semester. I know that this year looks different to all of us, and we will get through it together. I believe that each student is capable of achieving excellence and I am here to help you every step of the way. My expectations are that you:

1) Show up.
2) Be attentive.
3) Participant!
4) Give me your best and nothing less!

To succeed in my classroom and virtual classroom, you will agree to respect yourself, your classmates as well as myself. Be organized and prepared for class and arrive on time!

Supplies:
- Working computer/laptop with proper working keyboard and mouse
- Working internal or external video camera for computer/laptop
- Working internal or external microphone for computer/laptop

Classroom PILLARS
1. RESPECT
    1. Respect yourself. Use appropriate language.
    2. Respect your fellow classmates.
    3. Respect me.
2. COMMUNITY
    1. I may be the classroom facilitator, but we will all teach each other.
    2. We are all in this together. When it's all said and done, I hope you got something from me because I will for sure take something from you.
    3. We don't laugh at each other. We laugh WITH each other.
3. INTEGRITY
    1. I'm going to be real with you. Please be real back.
    2. It's a lot easier for me to help you when you are honest.
    3. Trust is a delicate "ceramic" that can be easy to break.

Online Learning Expectations:
- Mute yourselves when entering into the class
- Make sure your video camera is on
- Blur your background
- Use the "raise hand" option to ask questions
- No sidebar chat conversations
- Be respectful when others are talking
- Engage in the instruction that is taking place at all times

Attendance Policy:

We at DHS want to prevent the frustration and anxiety that comes along with make up work from absences. Therefore, we have set up the following processes for students to be their most successful:

- If you do not make the synchronous session due to temporary technology issues, dental appointment, etc, you are expected to complete the work in Schoology by midnight of that day.
- If you are having laptop issues but can join the class on Teams on your cell phone or iPad, please do so. This will prevent you from being counted absent and prevent you from missing instruction. Notify your teacher if the lesson calls for something you are unable to do due to not having a laptop.
- If you are absent due to illness but are well enough to complete the Schoology assignments, you are encouraged to complete the Schoology assignments that day. Hope you feel better soon!
- If/When absent, it is the students responsibility to email me to see what work they missed. Likewise, please communicate if technology issues made you tardy or you are having to access class on a cell phone that day. Over communication is always better than under!

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)

Late Work

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)

Courses Overview & Outline

Semester One: Keyboarding (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:
- Professionalism
    - Examine Business Communication Scenarios and Identify behaviors
- Digital Citizenship
    - Identify characteristics of good and poor digital citizenship choices
- Computing Systems
- Keyboarding Basics
    - Learning the correct way to use the keyboard
    - Increase Speed and Accuracy
- Business Applications
    - Microsoft Word
    - Microsoft Excel
    - Microsoft Power Point

Yours truly:
Student success is not what I do, but a part of who I am. Not just academia, but in life. Your success is my business. I am here to listen any time, and if you feel, you need to speak to me privately, feel free to simply ask, e-mail me, or leave a note on my desk. You are **NOT** alone.

Going to be a great school year! Let's get it!

Don't tell me what you can't do. Show me what you can.

This syllabus will also be located in Schoology for future references if needed.