

Touch Systems Syllabus

2020-2021 School Year

Instructor Information

Instructor

Jimmy Lopez

Email

jlopez@kcsid.net

Phone

(830) 780-2321, ext. 312

Office Location & Hours

Room 112; Mon-Fri 7:30 AM to 4:00 PM

Conference: 8th period (2:52–3:40)

Course General Information

Description

In this course, students will 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 for production of business documents. We will be utilizing an online typing program to enhance typing skills. There are due dates for all assignments and projects. Throughout the duration of this course there are activities in which the student must participate and assignments and projects that the student must complete and submit on time, but there is some built-in flexibility. Personal responsibility, time management and prioritizing are important skills.

Expectations

1. Use your class time wisely. If you are complete with your assignment, you may work on assignments from another class. There is always work to do.
2. Cell phones are not allowed in the classroom.
3. Comply with the guidelines outlined in the Karnes City ISD Acceptable Computer Use Guidelines.
4. For ALL absences, it is the student's responsibility to make arrangements with the teacher to make up any work that is missed due to the student's absence. Any work missed due to an absence is due no later than the 2nd day after returning to school in order to be considered as submitted on time.
5. You must do your own work and not copy any other students work. This is cheating and will not be tolerated. (Refer to student handbook for information regarding consequences on Academic integrity violations)

Goals

1. Communicate appropriately and effectively, both in person and via technology.
2. Build skills in personal responsibility, time management and prioritizing.
3. Integrate productivity tools into all content areas.
4. Work independently or in a group setting.

Classroom Rules

1. Be Respectful: To the teacher, other students, to the equipment, and to yourself.
2. Be On Time: Be in your seat and ready to work by the time the tardy bell rings.
3. Be Prepared: Bring all required materials to class, including the desire to learn.

Failure to follow classroom rules will result into the following:

1st Offense: Verbal Warning 2nd Offense: After school detention with Teacher 3rd Offense: Written referral to office

Course Materials

Required Materials

- Pen or Pencil
- Headphones to be used in the computer lab

Outline of Course

Unit 1: Internet Safety

Unit 2: Introduction to Computers

Unit 3: Keyboarding Techniques

Unit 4: Typing Club Lessons

Unit 5: Written Communication Practices

Grading Scale

90-100: Excellent 80-89: Good 70-79: Satisfactory Below 70: Failing

Grading Policy

This course will follow the Karnes City ISD grading policy.

Daily (daily assignments/quizzes): 50%

Tests (exams/unit projects): 35%

Nine weeks test (exam/course project): 15%

All work **MUST** be submitted on time. However, I will accept some late work, but there will be penalties for each day late:

1st Day Late 25% penalty

2nd Day Late 50% penalty

3rd Day Late 75% penalty

After the 3rd day late, work will be a zero.

I am looking forward to having an awesome semester. Feel free to contact me if you have any further questions.