Texas CTE

Touch System Data Entry (2015)

Adopted 2015

Touch System Data Entry

1. **The student demonstrates professional standards/employability skills required by business and industry. The student is expected to:**
   - A. communicate effectively with others using oral and written skills; 1.A
   - B. demonstrate collaboration skills through teamwork; 1.B
   - C. demonstrate professionalism by conducting oneself in a manner appropriate for the profession and workplace; 1.C
   - D. demonstrate a positive, productive work ethic by performing assigned tasks as directed; 1.D
   - E. comply with all applicable rules, laws, and regulations; and 1.E
   - F. demonstrate time-management skills by prioritizing tasks, following schedules, and tending to goal-relevant activities in a way that uses time wisely and optimizes efficiency and results. 1.F

2. **The student applies the proper keyboarding technique to input data when using the computer. The student is expected to:**
   - A. demonstrate correct posture and position while conducting data entry; 2.A
   - B. display proper care and operation of equipment used; 2.B
   - C. apply the correct touch-system techniques for operating alphabetic keys; 2.C
   - D. demonstrate the correct touch-system techniques for operating numeric and symbol keys; 2.D
   - E. use the correct touch-system techniques for operating the ten-key numeric pad; and 2.E
   - F. correctly use the command and function keys. 2.F

3. **The student applies correct techniques for the touch-system of operating the keyboard to develop speed and accuracy. The student is expected to:**
   - A. demonstrate improvement in speed and accuracy; 3.A
   - B. develop the ability to proofread and edit writing for proper voice, tense, and syntax, assuring that it conforms to standard English, when appropriate; 3.B
   - C. use the backspace key to correct errors; 3.C

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D. compose a variety of business documents under timed situations; and 3.D

E. apply speed and accuracy in production of documents. 3.E

4. **The student formats and prints documents such as personal and business letters, short reports, outlines, and compositions. The student is expected to:**

A. demonstrate the ability to work from printed, rough-draft, statistical, handwritten, and unarranged material; 4.A

B. demonstrate the ability to compose at the keyboard; 4.B

C. demonstrate the ability to proofread; 4.C

D. identify the parts of a personal and business letter; 4.D

E. format personal and business letters and envelopes; 4.E

F. format all pages of a report, including a title page, reference page, and bibliography; 4.F

G. format an outline; and 4.G

H. demonstrate mastery of basic grammar, including using punctuation marks, numbers and symbols, and capitalization correctly. 4.H

5. **The student prepares business documents using effective communication. The student is expected to:**

A. interpret and follow directions to produce documents; 5.A

B. demonstrate proficiency in business English, spelling, and proofreading; 5.B

C. identify and apply correct format for business correspondence and documents; and 5.C

D. demonstrate concepts and processes to employ the appropriate steps in document production. 5.D

6. **The student improves level of proficiency in producing complex business documents. The student is expected to:**

A. refine work habits; and 6.A

B. improve techniques, speed, and accuracy in document production. 6.B

7. **The student solves problems using document processing skills. The student is expected to:**

A. identify criteria for selection and evaluation of word-processing software; 7.A

B. analyze proper placement, format, and priority of completion; 7.B

C. produce business correspondence such as letters, memos, emails, press releases, announcements, tables, reports, legal documents, and business forms; and 7.C

D. prepare and distribute personalized correspondence using electronic mail. 7.D

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The student develops the technology and social skills necessary to work in an office environment. The student is expected to:

A. create and present a visual and oral report using text and graphics; 8.A

B. relate the social ramifications of computer applications to privacy, values, and ethics; 8.B

C. enhance overall office productivity by responsible use of computer systems; 8.C

D. develop human-relation skills for working in a team environment; and 8.D

E. participate in student leadership activities. 8.E