

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**

- D. compose a variety of business documents under timed situations; and 3.D
 - E. apply speed and accuracy in production of documents. 3.E
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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
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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
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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
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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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8. 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