eDynamic Learning

CAREER & ELECTIVE COURSES

eDynamic Learning Course Title: Touch System Data Entry

State: TX
State Course Title: Touch System Data Entry
State Course Code: 130.133
State Standards: Business Management and Administration
Date of Standards: 2015

TEKS	Unit Name(s)	Lesson(s) Numbers
(1) The student demonstrates professional standards/employability skills required by business and industry.		
(A) communicate effectively with others using oral and written skills;	Unit 4: The Document Production Process	Lessons 1-4
(B) demonstrate collaboration skills through teamwork;	Unit 8: Using Your Skills in the Workplace	Lesson 3
(C) demonstrate professionalism by conducting oneself in a manner appropriate for the profession and workplace;	Unit 8: Using Your Skills in the Workplace	Lesson 2
(D) demonstrate a positive, productive work ethic by performing assigned tasks as directed;	Unit 8: Using Your Skills in the Workplace	Lesson 2
(E) comply with all applicable rules, laws, and regulations; and	Unit 8: Using Your Skills in the Workplace	Lesson 1
(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.	Unit 8: Using Your Skills in the Workplace	Lesson 2
(2) The student applies the proper keyboarding technique to input data when using the computer.		
(A) demonstrate correct posture and position while conducting data entry;	Unit 3: Typing Techniques	Lesson 1
(B) display proper care and operation of equipment used;	Unit 2: Keyboards Through the Years	Lesson 5
(C) apply the correct touch-system techniques for operating alphabetic keys;	Unit 3: Typing Techniques	Lesson 2
(D) demonstrate the correct touch-system techniques for operating numeric and symbol keys;	Unit 3: Typing Techniques	Lessons 3, 4
(E) use the correct touch-system techniques for operating the ten-key numeric pad; and	Unit 3: Typing Techniques	Lesson 3
(F) correctly use the command and function keys.	Unit 3: Typing Techniques	Lesson 4
(3) The student applies correct techniques for the touch-system of operating the keyboard to develop speed and accuracy.		

(A) demonstrate improvement in speed and accuracy;	Unit 7: Speed, Accuracy and Improvement	Lessons 1-4
(B) develop the ability to proofread and edit writing for proper voice, tense, and syntax, assuring that it conforms to standard English, when appropriate;	Unit 4: The Document Production Process	Lesson 4
(C) use the backspace key to correct errors;	Unit 7: Speed, Accuracy and Improvement	Lesson 1
(D) compose a variety of business documents under timed situations;	Unit 7: Speed, Accuracy and Improvement	Lesson 2
(E) apply speed and accuracy in production of documents; and	Unit 7: Speed, Accuracy and Improvement	Lesson 1
(4) The student formats and prints documents such as personal and business letters, short reports, outlines, and compositions.		
(A) demonstrate the ability to work from printed, rough-draft, statistical, handwritten, and unarranged material;	Unit 4: The Document Production Process	Lesson 1
(B) demonstrate the ability to compose at the keyboard;	Unit 4: The Document Production Process	Lesson 4
(C) demonstrate the ability to proofread;	Unit 4: The Document Production Process	Lesson 4
(D) identify the parts of a personal and business letter;	Unit 5: Personal Communications	Lesson 1
(E) format personal and business letters and envelopes;	Unit 5: Personal Communications	Lesson 1
(F) format all pages of a report, including a title page, reference page, and bibliography;	Unit 6: Business Communications	Lesson 4
(G) format an outline; and	Unit 4: The Document Production Process	Lesson 3
(H) demonstrate mastery of basic grammar, including using punctuation marks, numbers and symbols, and capitalization correctly.	Unit 4: The Document Production Process	Lesson 4
(5) The student prepares business documents using effective communication.		
(A) interpret and follow directions to produce documents;	Unit 4: The Document Production Process	Lessons 1-4
(B) demonstrate proficiency in business English, spelling, and proofreading;	Unit 4: The Document Production Process	Lesson 4
(C) identify and apply correct format for business correspondence and documents; and	Unit 6: Business Communications	Lessons 1-4
(D) demonstrate concepts and processes to employ the appropriate steps in document production.	Unit 4: The Document Production Process	Lessons 1-4
(6) The student improves level of proficiency in producing complex business documents.		

(A) refine work habits; and	Unit 7: Speed, Accuracy and Improvement	Lesson 3
(B) improve techniques, speed, and accuracy in document production.	Unit 7: Speed, Accuracy and Improvement	Lessons 1-4
(7) The student solves problems using document processing skills.		
(A) identify criteria for selection and evaluation of word-processing software;	Unit 4: The Document Production Process	Lesson 4
(B) analyze proper placement, format, and priority of completion;	Unit 8: Using Your Skills in the Workplace	Lesson 2
(C) produce business correspondence such as letters, memos, emails, press releases, announcements, tables, reports, legal documents, and business forms; and	Unit 4: The Document Production Process	Lesson 4
(D) prepare and distribute personalized correspondence using electronic mail.	Unit 6: Business Communications	Lessons 1-4
(8) The student develops the technology and social skills necessary to work in an office environment.		
(A) create and present a visual and oral report using text and graphics;	Unit 8: Using Your Skills in the Workplace	Activity 2
(B) relate the social ramifications of computer applications to privacy, values, and ethics;	Unit 8: Using Your Skills in the Workplace	Lesson 1
(C) enhance overall office productivity by responsible use of computer systems;	Unit 8: Using Your Skills in the Workplace	Lesson 2
(D) develop human-relation skills for working in a team environment; and	Unit 8: Using Your Skills in the Workplace	Lesson 3
(E) participate in student leadership activities.	Unit 1: Why Type?	Lesson 5