Touch System Data Entry (TSDE)
CTE Cluster: Business Management & Administration

Course Description

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 for production of business documents.

Course Objectives

- Understand and applies the proper keyboarding technique to input data when using the computer.
- Understand and demonstrate formats and prints documents such as personal and business letters, short reports, outlines, and compositions.
- Understand and applies correct techniques for the touch-system of operating the keyboard to develop speed and accuracy.
- Understand and demonstrate on how to prepare business documents using effective communication.
- Understand and demonstrate level of proficiency in producing complex word-processing business documents.
- Understand and demonstrate the student solves problems using document processing skills.
- Understand and apply: The student develops advanced word-processing skills.
- Understand and apply: The student develops the technology and social skills necessary to work in an office environment.

Course Information

The scope and sequence of this course will be developed around the TEKS for this course. The TEKS for Touch System Data Entry can be found at:
https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=2&ch=130&rl=132

Course Sequence

1st Grading Period	Learning proper keyboarding techniques; Preparing basic business documents;
2nd Grading Period	Learning advanced word-processing skills; Improve keyboarding accuracy

Grading Policy

A minimum of 9 grades will be taken from the following areas each grading period. Semester tests count at 10% of semester grade.

Daily work/Participation 80%
Tests/Major Projects 20%

Supply List
Pencils or pens

Homework
Homework is due by the assigned date. Late work will be accepted with a ten-point penalty.

Make-Up Work
Students will have one extra day to turn in make-up work for each day absent. Students may have to make special arrangements to use the computer lab if a particular software is necessary for the assignment.

Tutorials
Wednesday 7:25 – 7:50 a.m.
Thursday 7:25 – 7:50 a.m.
Tuesday 3:45 – 4:15 p.m.

Google Classroom Code: The code will be given during class.

Contact Information
jole.wolf@tiogaisd.net
940.202.2536
Conference 3:00-3:34 p.m.

Rules
1. No food in the classroom.
2. Water in a clear container with a lid permitted.
3. Bring required supplies to class everyday.
4. Class begins immediately after the tardy bell. Be seated and ready to begin.
5. Students will not adjust chairs, thermostats, or anything else in the classroom unless directed to do so by the teacher.
6. All vandalism is prohibited.
7. Students must have a hall pass when leaving the room.
8. Your computer monitor must be viewable from the back of the room.
9. Be respectful of me and the other students.
10. Keep the classroom neat and clean. Pick up after yourself.
11. Class is not over until dismissed by the teacher.
12. Stay seated until dismissed.

Consequences

Consequences for disobeying classroom rules may be any of the following:

❖ Students may be required to complete additional assignments.
❖ Students may be required to attend detention.
❖ Students may have their computer privileges revoked. During revocation, any assignments requiring school computer use will result in a zero for that assignment.
❖ Students may be sent to the principal's office for additional disciplinary action.

Please keep absences to a minimum. Arranging make-up time in the lab can prove difficult.