

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

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**

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**