TEA does not endorse any of the external products, vendors, consultants, or documentation referenced in this document. Any mention of vendors, products, or services is for informational purposes only.

Cluster:	**Business Management and Administration**
Course Name:	**Touch System Data Entry (One-Half to One Credit)**
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 Requirements:	This course is recommended for students in Grades 9-10. **Recommended Equipment**: 100% access to computer lab, document camera, projection system, keyboard covers, printer (access to network storage)

Units of Study	Knowledge and Skills	Student Expectations	Resources
1. Technique and Form	(1) The student applies the proper keyboarding technique to input data when using the computer.	(A) demonstrate correct posture and position while conducting data entry; (B) display proper care and operation of equipment used; (C) apply the correct touch-system techniques for operating alphabetic keys; (D) demonstrate the correct touch-system techniques for operating numeric and symbol keys; (E) use the correct touch-system techniques for operating the ten-key numeric pad; and (F) correct use of the command and function keys.	C21 - Unit 1 Keyboarding Software Such As MicroType Pro Keyboard Covers http://lessonplans.btskinner.com
2. Building Accuracy & Speed	(3) The student applies correct techniques for the touch-system of operating the keyboard to develop speed and accuracy.	(A) display improvement in speed and accuracy; (B) develop ability to proofread and edit writing for proper voice, tense, and syntax, assuring that it conforms to standard English, when appropriate; (C) implement ability to use the backspace key to correct errors; (D) apply speed and accuracy in production of documents; and (E) demonstrate mastery of basic grammar, including use of punctuation marks, capitalization, and correct sentence structure.	C21 - Skill Building Sections www.sense-lang.org/typing www.topsy.org/keyboarding.html www.nimblefingers.com http://freeonlinetypinggames.com http://www.typingtest.com/games/
3. Exploring Document Production	(4) The student prepares business documents using effective communication.	(A) interpret and follow directions to produce documents; (B) demonstrate proficiency in business English, spelling, and proofreading; (C) identify and apply correct format for business correspondence and documents; and (D) demonstrate concepts and processes to employ the appropriate steps in document production.	C21 - Communication Skills Sections; Word Processing Skills 1 - 3

Units of Study	Knowledge and Skills	Student Expectations	Resources
4. Creating Business Documents	(2) 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; (B) demonstrate the ability to compose at the keyboard; (C) demonstrate the ability to proofread; (D) identify the parts of a personal and business letter; (E) format personal and business letters and envelopes; (F) format all pages of a report, including a title page, reference page, and bibliography; (G) format an outline; and (H) demonstrate mastery of basic grammar, including use of punctuation marks, keying of numbers and symbols, and use of capitalization when composing.	C21 - Unit 7, 9, 11, 12; Word Processing Skills 4 http://www.trumbull.k12.oh.us/teachers/resources/resources.htm http://owl.english.purdue.edu
4. Creating Business Documents	(2) 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; (B) demonstrate the ability to compose at the keyboard; (C) demonstrate the ability to proofread; (D) identify the parts of a personal and business letter; (E) format personal and business letters and envelopes; (F) format all pages of a report, including a title page, reference page, and bibliography; (G) format an outline; and (H) demonstrate mastery of basic grammar, including use of punctuation marks, keying of numbers and symbols, and use of capitalization when composing.	C21 - Unit 7, 9, 11, 12; Word Processing Skills 4 http://www.trumbull.k12.oh.us/teachers/resources/resources.htm http://owl.english.purdue.edu

Units of Study	Knowledge and Skills	Student Expectations	Resources
Creating Business Documents, Con't	(5) The student improves level of proficiency in producing complex word-processing business documents.	(A) refine work habits; and (B) improve techniques, speed, and accuracy in document production.	
5. Introduction to Project Management Skills	(6) The student solves problems using document processing skills.	(A) identify criteria for selection and evaluation of word-processing software; (B) analyze proper placement, format, and priority of completion; (C) produce business correspondences such as manuscripts, tables, reports, legal documents, and business forms; (D) compose a variety of business documents under timed situations.	http://owl.english.purdue.edu C21 - Unit 10, 15, 23 http://www.trumbull.k12.oh.us/teachers/resources/resources.htm
	(7) The student develops advanced word-processing skills.	(A) perform advanced word-processing functions such as creating newspaper-style columns, inserting section breaks, creating templates, selecting styles, applying auto formatting, using borders and shading, defining page setup, converting document formats, searching files, addressing envelopes, creating labels, using mail merge, and customizing the desktop by using toolbars, menus, and shortcut keys; and (B) apply layout and design concepts in desktop publishing, including graphics, fonts, text boxes, frames, and tables.	C21 - Unit 19, 32, Word Processing 11, 12, 13 http://www.trumbull.k12.oh.us/teachers/resources/resources.htm http://owl.english.purdue.edu
7. Workplace Skills	(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; (B) prepare and distribute personalized correspondence using mail merge and electronic mail; (C) relate the social ramifications of computer applications to privacy, values, and ethics; (D) enhance overall office productivity by responsible use of computer systems;	C21 - Unit 19 http://www.trumbull.k12.oh.us/teachers/resources/resources.htm http://owl.english.purdue.edu

Units of Study	Knowledge and Skills	Student Expectations	Resources
Workplace Skills, Con't		(E) develop human-relation skills for working in a team environment; and (F) participate in student leadership activities.	

Online Resources:

Resources:

0538436522 Thomson South-Western. Century 21 Keyboarding & Word Processing. (C21)
0078602491 Glencoe/McGraw-Hill. Glencoe Keyboarding with Computer Applications.
0972133100 B. E. Publishing. Games Keyboarding Teachers Play. (GAMES)