

## CFISD Touch Systems Data Entry

### Scope and Sequence

#### Course Description:

The Touch System Data Entry course provides students the opportunity to improve their speed and accuracy on the keyboard. In addition, the course focuses on document formatting skills applicable in many personal, educational, and workplace settings. With an ever increasing focus on technology, these skills are valuable for all students. (1/2 Credit)

- Grades 7 - 12
- Strongly recommended for all students.
- Lab supplies or fee may be required.

#### TEKS

Cluster: Business Management and Administration

Endorsement: Business & Industry

- Meets advanced course requirement (Y/N): N
- Meets foundation requirement for math, science, fine arts, English, LOTE (Y/N-area): N

Industry Certification/Credentials: N/A

| Instructional Units   | Pacing   |
|---|--|
| <p>1<sup>st</sup> Semester</p> <ul style="list-style-type: none"><li>• Learn the correct touch-system technique &amp; posture</li><li>• Learn Computer Components Keying letter, number, &amp; symbol keys on the keyboard;</li><li>• Learn basic Microsoft Word and desktop management skills;</li><li>• Learn proofreading marks; Build speed and accuracy</li><li>• Learn to key and format correctly personal business and business letters and email/memos; Learn to key and format correctly reports, outlines, and tables;</li><li>• Review skills learned in 2nd six weeks;</li><li>• Build and maintain speed and accuracy</li></ul> | <p>1<sup>st</sup> grading pd</p><br><br><br><br><br><br><br><br><br><br><p>2<sup>nd</sup> grading pd</p> |
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Primary Instructional Materials:

Century 21 Computer Application: Lessons 1-90 ISBN-9781337433037/Sam.cengage.com