TTUISD - TEKS Tracker

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TTU Course: TSDE (v.1.0)	
TEKS: §130.113. Touch System Data Entry (One-Half to One Credit).	
Text: *MicroType 5*	

TEKS Requirement (Secondary)		Sem. A	Lesson & Assignment Number	Textbook Chapter/Page #	Bloom's Taxonomy
§130.113. Touch System Data Entry (One-Half to One Credit).					
(a) General requirements. This course is recommended for students in Grades 9-10.					
(b) Introduction. 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.					
(c) Knowledge and skills.					
(1) 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;			1,2,3,4,5		Apply
(B) display proper care and operation of equipment used;			1,2,3,4,5		Apply
(C) apply the correct touch-system techniques for operating alphabetic keys;			1,2,3,4,5		Apply
(D) demonstrate the correct touch-system techniques for operating numeric and symbol keys;			6,7,8,9		Apply
(E) use the correct touch-system techniques for operating the ten-key numeric pad; and			10		Apply
(F) correctly use the command and function keys.			1,2,3,4,5,6,7,8,9,10		Apply
(2) 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;			2		Apply
(B) demonstrate the ability to compose at the keyboard;			2,5,6,8,10		Create
(C) demonstrate the ability to proofread;			1,2,6		Evaluate
(D) identify the parts of a personal and business letter;			4, 9		Understand
(E) format personal and business letters and envelopes;			4, 9		Create
(F) format all pages of a report, including a title page, reference page, and bibliography;			8		Create
(G) format an outline; and			3		Create
(H) demonstrate mastery of basic grammar, including using punctuation marks, keying numbers and symbols, and using capitalization when composing.			1,2,6,8		Apply
(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) display improvement in speed and accuracy;			2,3,4,5,6,7,8,9,10		Apply

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(B) develop the ability to proofread and edit writing for proper voice, tense, and syntax, assuring that it conforms to standard English, when appropriate;			1, 2, 6		Create
(C) implement the backspace key to correct errors;			8, 9		Apply
(D) apply speed and accuracy in production of documents; and			2,3,4,5,6,7,8,9,10		Apply
(E) demonstrate mastery of basic grammar, including using punctuation marks, capitalization, and correct sentence structure.			1,2,5,6,7,8,9,10		Apply
(4) The student prepares business documents using effective communication. The student is expected to:					
(A) interpret and follow directions to produce documents;			2,3,4,5,6,7,8,9,10		Evaluate
(B) demonstrate proficiency in business English, spelling, and proofreading;			2,5,6,7,9,10		Apply
(C) identify and apply correct format for business correspondence and documents; and			2,3,4,6,8,9,10		Apply
(D) demonstrate concepts and processes to employ the appropriate steps in document production.			2,3,4,6,8,9,10		Apply
(5) The student improves level of proficiency in producing complex word-processing business documents. The student is expected to:					
(A) refine work habits; and			5, 8		Apply
(B) improve techniques, speed, and accuracy in document production.			2,3,4,6,8,9,10		Apply
(6) The student solves problems using document processing skills. The student is expected to:					
(A) identify criteria for selection and evaluation of word-processing software;			10		Analyze
(B) analyze proper placement, format, and priority of completion;			2,4,5,6,7,9,10		Analyze
(C) produce business correspondence such as manuscripts, tables, reports, legal documents, and business forms; and			2,3,4,8,9,10		Create
(D) compose a variety of business documents under timed situations.			6		Create
(7) The student develops advanced word-processing skills. The student is expected to:					
(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			3,6,9,10		Create
(B) apply layout and design concepts in desktop publishing, including graphics, fonts, text boxes, frames, and tables.			3,6,10		Apply
(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;			10		Create
(B) prepare and distribute personalized correspondence using mail merge and electronic mail;			2, 9		Create
(C) relate the social ramifications of computer applications to privacy, values, and ethics;			5		Evaluate
(D) enhance overall office productivity by responsible use of computer systems;			5, 7		Apply

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(E) develop human-relation skills for working in a team environment; and			7		Create
(F) participate in student leadership activities.			9		Apply
Source: The provisions of this §130.113 adopted to be effective August 23, 2010, 34 TexReg 5923.					