



Touch Systems Data Entry (TSDE) Syllabus

Course Name

TSDE

Touch Systems Data Entry

Course Information

TSDE is a one-semester course.

Computers are here to stay. They are everywhere and everyone's using them. As computers become more involved in our day-to-day lives, writing with pencil or pen and paper has almost become obsolete. Everything you see on TV or the Internet and everything you read in books or newspapers began as keystrokes that someone entered into a computer. To become proficient at inputting information, one must know the keyboard. A person who keys 50 words a minute can produce twice as much work as a person who keys 25 words a minute for the same time period. So, in our fast-paced society, it has become more important for people to know how to type and type fast. In order to type fast, one must learn to type by touch, or touch type.

Touch typing refers to the ability to produce typed documents by looking only at the computer screen and not the keyboard or your fingers. In other words, instead of watching the keyboard, you watch the screen and type without looking. This is achieved by learning the location of each key on the keyboard and with hours of practice. Through hours of practice, your physical muscle memory remembers which finger strikes which key on the keyboard. Interestingly, many touch typists cannot tell you where the individual letters on the keyboard are without looking at their fingers!

When you learn to touch type, your mind is free to focus on the task you are performing instead of paying attention to what your fingers are doing. This allows your creativity to flow and your productivity to increase. Touch typing is less tiring because your eyes are not constantly shifting back and forth from the keyboard to the screen. Because your eyes are constantly on the screen, you will spot any errors and can immediately correct them. By becoming proficient at the keyboard, you have an opportunity to develop skills for increased productivity in the workplace, at school, and at home. You will finish your

typing tasks in less time and have time to work more, think more, or relax more. So, touch typing, or Touch System Data Entry, is a win-win.

Tips from the Author

I really enjoy teaching business skills to high school students because I know that so much of what is learned in business education classes is useful in other areas of life. Touch typing is beneficial at school and at home, as well as on the job. A student may not go into business, but they will be an employee and a consumer. Inputting data, writing letters, and sending emails will be a daily occurrence.

Students, you must learn to be problem-solvers! Technology is constantly changing and there are so many office software packages available, it is impossible for an instructor to give specific instructions for each one. Human assistance may not be available immediately when you need it. Generally though, most of the office software operates in a similar way. It is important that you learn how to help yourself when you can't quite figure something out or forget how to do something.

Learn to use the Help feature (F1) in your software. This incredible tool is a life-saver and can really explain a feature. Whenever you need extra help understanding how to do something, try the Help feature.

Also, there are many good, free online tutorials that can help you as well. If you don't have much experience with tables, mail merge, or presentation software (such as PowerPoint or OpenOffice Impress), take advantage of some online tutorials. They are also good if you just want more practice on a specific topic.

I hope you enjoy the course as much as I enjoy teaching it. I also hope you realize the practical and lasting value that touch typing will have in your life. I look forward to working with you.

Course Delivery Method

Online

Contacting Your Instructor

You may contact your instructor through the Blackboard messaging system. Technical support is available 24/7 at www.k12.ttu.edu.

Course Objectives

After completing this course, you should be able to:

1. show improvement in speed and accuracy of touch typing skills, striving to key 39 words per minute with 98% accuracy without looking at your hands;
2. learn the numeric keypad by touch (10-key by touch);

3. produce and format error-free business documents such as letters, envelopes, labels, memos, email, tables, and reports;
4. develop human relations skills for working in a team environment; and
5. relate the social effects of computer use to privacy, values, and ethics.

TSDE addresses the required Texas Essential Knowledge and Skills (TEKS). These can be found at the [Texas Education Agency](#) website.

Textbook and Materials

Textbook(s)

There is no required textbook for this course.

Materials

The student will need access to a computer with a full keyboard (including a numeric keypad). If using a laptop computer, usually a full keyboard can be plugged into the laptop via a USB port.



You will need an Internet connection to access the online typing program, [Typing.com](#). Also, you will need word processing and presentation software such as Microsoft Office or OpenOffice. [OpenOffice](#) can be downloaded at no cost. The Google suite and iWork suite are not suitable for this course.

Technical Requirements

- Internet access – preferably high speed (for accessing Blackboard)
- Email
- Word processing software such as Microsoft Word
- Adobe Reader (download from [Adobe.com](#))
- Audio and video capabilities (for watching/listening to course content)

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Technical Skill Requirements

Be comfortable with the following:

- using a word processor
- Internet search engines and browsers

Course Organization

This course consists of 10 lessons and a final examination. Each lesson contains the following:

- Introduction and Instructions
- Learning Objectives and Curriculum Standards
- Learning Activities
- Assignments

Each lesson includes several activities that present content knowledge. Each lesson also includes multiple graded assignments to ensure that you learn the content that has been presented in the activities. Some of the assignments are automatically-graded quizzes, and some are written assignments or activities that your instructor will grade. Be sure you read all instructions carefully and ask your instructor for help if something is not clear.

Each lesson has several sections. The **Introduction** gives you a brief overview of the Typing.com lessons and activities covered in the lesson. The **Lesson Objectives** describe what you should be able to do after studying and completing the lesson. The **Procedures** section gives you a step-by-step procedure for completing the lesson. The **Summary** stresses the important points in the lesson and may include guidelines for review or to explain concepts for producing business documents. The **Assignment** area specifically states what to complete and submit for grading. You must complete and upload your completed assignments to Blackboard for grading. You will receive feedback on all lessons submitted.

Each lesson in the course will consist of completing and submitting Typing.com lessons and one or more additional assignments. As you proceed through the lessons, the amount of typing on the assignments will increase as you learn more keys. The **Assignment** section at the end of each lesson will specifically detail what to complete and submit for each lesson.

Sometimes text in the lesson guidelines or instructions will appear in italics for emphasis. This does not mean it should be italicized in the business documents you produce.

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Course Outline

Please note that some assignments will be hidden from you when you start the course. As you move through the lessons and complete assignments, more will unlock for you.

Lesson	Topic	Approximate Time for Completion
Lesson 1	Proofreading	One week
Lesson 2	Memos and E-mail	Two weeks
Lesson 3	Outlines and Tables	Two weeks
Lesson 4	Personal-Business Letters and Envelopes	Two weeks
Lesson 5	Privacy, Values, and Ethics	Two weeks
Lesson 6	Newsletters	One week
Lesson 7	Human Relations Skills	Two weeks
Lesson 8	Reports, Reference Pages, and Title Pages	One week
Lesson 9	Business Letters, Mail Merge, and Address Labels	Two weeks
Lesson 10	Visual Reports and Tables	One week
Final Exam		

Assignment Schedule

Each of the following must be completed to complete the course. Items with an asterisk (*) indicate that these are summative assessments for the course.

Lesson	Weeks	Assignments
1	1	Checkpoint 1 (Non-graded) Lesson 1 Assignment: Typing.com Assignments Lesson 1 Assignment: Quiz - Capitalization, Sentence Structure, Number Expression, Punctuation
2	2-3	Lesson 2 Assignment: Typing.com Lesson 2 Assignment: Format Memo *Lesson 2 Summative Assignment: Send E-mail
3	4-5	Lesson 3 Assignment: Typing.com *Lesson 3 Summative Assignment: Outline

Lesson	Weeks	Assignments
		*Lesson 3 Summative Assignment: Table Checkpoint 2 (Non-graded)
4	6-7	Lesson 4 Assignment: Typing.com Lesson 4 Assignment: Quiz - Personal-Business Letters *Lesson 4 Summative Assignment: Personal-Business Letter *Lesson 4 Summative Assignment: Envelope
5	8-9	Lesson 5 Assignment: Typing.com Lesson 5 Assignment: Quiz - Privacy, Values, and Ethics *Lesson 5 Summative Assignment: Privacy, Values, and Ethics
6	10	Lesson 6 Assignment: Typing.com *Lesson 6 Summative Assignment: Personal Newsletter
7	11-12	Lesson 7 Assignment: Typing.com Lesson 7 Assignment: Quiz - Human Relations Skills and Teamwork Lesson 7 Assignment: Human Relations Skills and Teamwork
8	13	Lesson 8 Assignment: Typing.com Lesson 8 Assignment: Report Lesson 8 Assignment: Title Page
9	14-15	Lesson 9 Assignment: Typing.com Lesson 9 Assignment: Quiz - Business Letters *Lesson 9 Summative Assignment: FBLA Letter *Lesson 9 Summative Assignment: FBLA Labels
10	16	Lesson 10 Assignment: Typing.com Lesson 10 Assignment: Table - Broadway Grosses *Lesson 10 Summative Assignment: Software Evaluation Presentation *Lesson 10 Summative Assignment: Presentation Evaluation Checkpoint 3 (Non-graded)
		Final Exam

Course Credit

The course grade will be calculated as follows:

- 50% coursework average;
- 50% summative assessment average, including the final exam;
- A passing course grade is 70 or higher.

Students must attempt all assignments in the course. The final exam will not be available until all assignments have been accepted and graded by the teacher.

Students who score below 70% on the final exam will be eligible for one re-exam opportunity.

Coursework

The graded assignments within each lesson are formative in nature. This means that they are designed to assist you in applying and demonstrating the lesson concepts, as well as identifying areas in which you need additional review. You may use all the lesson's learning activities to assist you as you complete the graded assignments.

Summative Assessments

Summative assessments are those that allow you to demonstrate mastery of the course objectives. For summative assessments, you will NOT be allowed to use the learning materials. These are opportunities for you to show what you have learned by that point in the course. Summative assessments may be proctored using the online proctoring system Proctorio. Information about Proctorio is provided in **Remote Proctoring** in the Syllabus section of your course. The summative assessments for this course are as follows:

- **Summative Assessments (20% of Course Grade)**
 - Lesson 2 Summative Assignment: Send E-mail (15 points)
 - Lesson 2 Summative Assignment: Memos and E-mail (18 points)
 - Lesson 3 Summative Assignment: Outline (25 points)
 - Lesson 3 Summative Assignment: Table (25 points)
 - Lesson 4 Summative Assignment: Personal-Business Letter (30 points)
 - Lesson 4 Summative Assignment: Envelope (9 points)
 - Lesson 5 Summative Assignment: Privacy, Values, and Ethics (2 points)
 - Lesson 6 Summative Assignment: Personal Newsletter (50 points)
 - Lesson 9 Summative Assignment: FBLA Letter (20 points)
 - Lesson 9 Summative Assignment: FBLA Labels (20 points)
 - Lesson 10 Summative Assignment: Software Evaluation Presentation (30 points)
 - Lesson 10 Summative Assignment: Presentation Evaluation (10 points)
- **Summative Final Exam (30% of Course Grade)**

Course Completion

- Students may not complete the course in less than 30 days.
- All courses expire six months after the enrollment date.

Academic Integrity

It is the aim of the faculty of Texas Tech University to foster a spirit of complete honesty and high standard of integrity. The attempt of students to present as their own any work

not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offenders liable to serious consequences, possibly suspension.

“Scholastic dishonesty” includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor) or the attempt to commit such an act.

Student Expectations

You will be expected to log into the Blackboard course regularly to be aware of possible announcements/reminders and to pace your progress in the course.

Students are expected to maintain an online environment conducive to learning, which includes “netiquette” (Internet etiquette). Please review the basic rules for [Online Discussion Netiquette](#). Ensure that your email messages, discussion board postings, and other electronic communications are thoughtful and respectful. Diverse opinions are welcome in this course, and you are expected to demonstrate an open mind and courtesy when responding to the thoughts and ideas of others.

The following are prohibited:

- making offensive remarks in email or the discussion board;
- using inappropriate language or discussing inappropriate topics online;
- spamming;
- hacking;
- using TTU or Blackboard email or discussion boards for commercial purposes;
- using all caps (considered shouting in online communications); and
- cyber-bullying or online harassment of any type.

Inappropriate behavior shall result in consequences ranging from a request to correct the problem, to removal from the course or even the university, depending on the severity of the behavior. Disciplinary actions will be taken according to the TTU K-12 Student Handbook.

Communication

- You can expect a reply from your instructor within 2 business days.
- Use the Blackboard Course Messages tool for sending messages to your instructor.

Submitting Assignments

You will submit all assignments through the Blackboard Assignment Tool, rather than by mail or email.

Technical Difficulties

Getting Help

For student assistance with Blackboard, visit [TTU K-12 Support](#).

Computer Problems

A working computer is necessary for online coursework. Computer problems will not be accepted as a valid reason for failure to complete course activities within the allotted time frame. Identify a second computer, before the course begins, that you can use if you experience computer problems.

Server Problems

When the Blackboard server needs to be taken down for maintenance, the Blackboard administrator will post an announcement in your course informing you of the time and date. If the server experiences unforeseen problems, your course instructor will notify you.

Lost or Corrupted Files

You must keep/save a copy of every project/assignment on an external disk or personal computer. In the event of any kind of technology failure (e.g., Blackboard server crash or virus infection, students' own computer problems, loss of files in cyberspace, etc.) or any disputes, the instructor may request or require you to resubmit the files. In some instances, the instructor may need to open another attempt within Blackboard, so communication with your instructor is critical in these circumstances.