

Course Overview	Students in Touch System Data Entry will develop essential keyboarding, computer, and digital productivity skills used in school, college, and future careers. Throughout the course, students will learn proper typing techniques, keyboarding fluency, ergonomics, and accuracy while using industry-standard software such as Microsoft Word and Microsoft PowerPoint. Students will create, edit, and format professional documents and presentations while learning workplace technology skills, digital communication tools, and productivity strategies. The course also helps students strengthen organization, attention to detail, and technology readiness through hands-on computer applications and real-world tasks.
Course Standards	<u>Touch System Data Entry</u>

Scope & Sequence

Units/Modules & Instructional Days	Assessments & Scanning Deadlines	Standards
Unit 1: Proper Technique 13 days	TX_CTE_8thTouchSystemDataEntry_F26_U1 Scanning Deadline: 9/10/26	127.242 (d)(2)(A) (d)(2)(B) (d)(2)(C) (d)(2)(D) (d)(2)(F) (d)(1)(A) (d)(1)(B) (d)(1)(C) (d)(1)(D) (d)(1)(E) (d)(1)(F) (d)(8)(D)
Unit 2: Speed and Accuracy 10 days	TX_CTE_8thTouchSystemDataEntry_F26_U2 Scanning Deadline: 9/24/2026	127.242 (d)(1)(A) (d)(1)(B) (d)(1)(C) (d)(1)(D) (d)(3)(A) (d)(3)(B) (d)(3)(C) (d)(3)(D) (d)(3)(E) (d)(4)(H)
Unit 3: Composing and Formatting 10 days	TX_CTE_8thTouchSystemDataEntry_F26_U3 Scanning Deadline: 10/16/2026	127.242 (d)(4)(A) (d)(4)(B) (d)(4)(C) (d)(4)(D) (d)(4)(E) (d)(4)(F) (d)(4)(G) (d)(4)(H) (d)(5)(A)
Unit 4: Business Communication 10 days	TX_CTE_8thTouchSystemDataEntry_F26_U4 Scanning Deadline: 10/29/2026	127.242 (d)(4)(B) (d)(4)(C) (d)(4)(E) (d)(7)(A) (d)(7)(B) (d)(7)(C) (d)(7)(D)
Unit 5: Developing Leadership Skills 8 days	TX_CTE_8thTouchSystemDataEntry_F26_U5 Scanning Deadline: 11/05/2026	127.242 (d)(1)(A) (d)(1)(B) (d)(4)(C) (d)(8)(A) (d)(8)(D) (d)(8)(E)
Unit 6: PPT Projects/Insert, Format Text, & Shapes 9 days	TX_CTE_8thTouchSystemDataEntry_F26_U6 Scanning Deadline: 11/19/2026	127.242 (d)(1)(A) (d)(1)(B) (d)(4)(C) (d)(8)(A) (d)(8)(D) (d)(8)(E)
Semester Exam		
Region	Testing Window	Scanning Deadline
All regions	Dec. 7-18	January 8, 2027

TEKS Alignment

Instruction in this course is aligned to the Texas Essential Knowledge and Skills (TEKS) as adopted by the State Board of Education and implemented in accordance with Texas Education Code Chapter 28.

Instructional Materials

Primary Texts (if applicable)

Supplemental instructional materials may be used to support instruction. Supplemental materials do not replace board-approved core instructional materials.

Additional information regarding instructional programs, assessments, and parent access to instructional materials is available on the district website.

Instructional Expectations

Instruction is delivered using board-approved instructional materials and aligned to the scope and sequence outlined above. Teachers are expected to ensure all required standards are taught within the course timeframe.

Assessment Overview

Student learning is monitored through formative and summative assessments aligned to course standards. Assessment results are used to inform instruction and student supports. Students participate in required state assessments when applicable.