



Touch System Data Entry

2011Fall Semester

Mrs. Vincent
RVincent@bhisd.net
Room B223
HS Phone: 281-576-2221 ext.2686

Conference: 2:01 – 2:55
Tutorials: Mon.-Friday, 2:55 – 3:30
(later at request)

How fast can you type? Can you type without looking at your fingers? Can you type with minimal errors? How well do you know Microsoft Office Word? This course will help you answer these



questions while applying real-world problem solving skills as they apply to business. Enhance your reading, writing, computing, communication and reasoning skills and apply them to the business environment.

In this course students will be given opportunities to:

- ▶ The student applies correct techniques for the touch-system of operating the keyboard to develop speed and accuracy.
- ▶ The student prepares business documents using effective communication.
- ▶ The student formats and prints documents such as personal & business letters, short reports, outlines, and compositions.
- ▶ The student solves problems using document processing skills.
- ▶ The student develops advanced word-processing skills.
- ▶ The student develops the technology and social skills necessary to work in an office environment.

Snap this QR code with your mobile phone for quick access to **Student Tips** page on my website!



Grading Policy:			Supplies Needed:	
Daily Grades	All work done in class other than tests or projects; also home assignments	40%	<ul style="list-style-type: none"> • 1 Folder with pockets and brads • Something to write with • Notebook paper • 1 ream printer paper • A functioning alert brain 	
Test Grades	All tests, quizzes, and special assignments	60%		
Classroom Management	Workstation neatness, organization, work ethic, etc.....	Test Grade		

