

# **Touch Systems Data Entry Virtual**

**Local Course #:** 0

**State Course ID:** 13011300

**Course Description:**

In Touch System Data Entry, 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

**Link to TEKS:**

[https://texas-sos.appianportalsgov.com/rules-and-meetings?\\$locale=en\\_US&interface=VIEW\\_TAC\\_SUMMARY&queryAsDate=08%2F06%2F2025&recordId=225503](https://texas-sos.appianportalsgov.com/rules-and-meetings?$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=08%2F06%2F2025&recordId=225503)

**First 9 Weeks Major Topics:**

1 Business Communication; 2 Proper Posture; 3 Alphabetic Keys and Symbols; 4 Numbers and Symbols

**Second 9 Weeks Major Topics:**

5 Professionalism in the Workplace; 6 Working with Business Documents; 7 Digital Citizenship; 8 Time Management

**Third 9 Weeks Major Topics:**

Semester class

**Fourth 9 Weeks Major Topics:**

Semester class