Touch Systems Data Entry

Goddard Junior High | Academic Year: 2025–2026 | Length of Course: 1 Semester
Semester: Semester 1 **Number of Credit Hours:** 1/2
Instructor: Coach Castillo **Email**: tommy.castillo@mdialndisd.net
Conference Period: 4th Period

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.

Course Objectives

By the end of this course, students will be able to:

Objective 1	Show improvement in speed and accuracy of touch-typing skills, striving to key 35-40 words per minute with 90% accuracy without looking at your hands
Objective 2	Learn the numeric keypad by touch (10-key by touch)
Objective 3	Produce and format error-free business documents such as letters, memos, email, and tables;
Objective 4	Develop human relations skills for working in a team environment; and
Objective 5	Relate the social effects of computer use to privacy, values, and ethics.

Instructional Materials & Supplies

- Chomebook
- Learning.com, Typing.com
- Google Classroom
- Everfi

Course Outline

UNIT	TOPIC	APPROXIMATE TIME
Unit 1	Business Communication	2 weeks
Unit 2	Proper Techniques	2 weeks
Unit 3	Speed and Accuracy	3 weeks
Unit 4	Composing and Formatting Unit	3 weeks
Unit 5	Project Demonstrations Unit	2 weeks
Unit 6	Business Correspondence	2 weeks
Unit 7	Reports and Team Projects Unit	2 weeks
Unit 8	Developing Leadership Skills	2 weeks

Grading Breakdown

Major assignments are those that allow you to demonstrate mastery of the course objectives. Minor assignments include skill checks, quizzes, homework, and other short assessments that contribute to your overall understanding of the course material.

Category	Percentage
Major Assignments(Tests, Projects)	60%
Minor Assignments (Quizzes / Skills Checks)	40%
Semester Exam / Project	15%

Grade Scale: A = 90–100 | B = 80–89 | C = 70–79 | F = < 70

Semester grades include a grade for each of the three six-week periods and an exam or project that is weighted 15% of the overall semester grade.

Classroom Expectations

- Be on time, prepared, and respectful
- Follow safety protocols (PPE, tools, etc.)
- Use tech when instructed
- Ask questions and engage actively
- R.A.I.D.E.R WAY

Attendance & Participation

Attendance is mandatory. You must:

- Attend scheduled classes and labs
- Make up missed work with 1 school day allowed for each excused absence

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Late Work & Make-Up Policy

- Students are allowed one day of make-up time for each day of absence
- Late assignment penalties:
  - 1 School Day Late- Maximum Grade of 90
  - 2 School Days Late- Maximum grade of 80
  - 3-5 School Days Late- Maximum grade of 70
- Missed assessments must be rescheduled

Academic Integrity

Cheating or plagiarism is not tolerated. First offense may result in a zero and parent contact. Further violations follow district policy.

Safety & Equipment Use

- Always follow safety instructions and wear required PPE
- Report damaged tools/equipment immediately
- Violation of safety protocols may result in removal from lab and disciplinary action

Parent/Guardian Communication

- Progress reports sent every 3 weeks if grade is below 70.
- Grades available in Skyward
- Please email or call with questions or concerns

Acknowledgment of Understanding

Please return this signed by

Student Name: _____ **Signature:** _____

Guardian Name: _____ **Signature:** _____

Preferred Contact (Email/Phone): _____

Go to www.midlandisd.net/cte to find more information regarding CTE Nondiscrimination.