



DIGITAL COMMUNICATION SYSTEMS (DCS) SYLLABUS

Mrs. Rhonda Siers

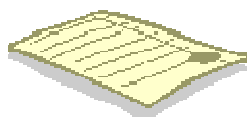
Business Education, Bunker Hill High School



This course is designed to teach basic digital input skills including keying using the touch method, speech recognition, and use of handheld devices. Emphasis is on the daily use and operation of the keyboard to develop skill with concentrated application of those skills in the production of business communication and correspondence. Communication skills are reinforced as the students format, compose, and proofread. An End of Course test (CTE Post Assessment) is required and is the final exam.

Required Materials:

- ☞ 1" to 1 1/2" three-ring notebook
- ☞ Five dividers for notebook
- ☞ Loose leaf notebook paper
- ☞ **Pencil with eraser**
- ☞ Black or blue ink pen (*optional*)
- ☞ Three-hole-punch pencil organizer or zip lock baggie to put in notebook to hold pens and pencils (*optional; but recommended*)



9-week Grading Policy:

TEST: Tests/Projects	40%
QUIZ: Quizzes/Graded Work	40%
PARTICIPATION: Daily Checksheet	20%

Semester Grading Policy:

First 9-weeks grade	37.5%
Second 9-weeks grade	37.5%
CTE Post Assessment Final Exam (State Mandated)	25%

COURSE BLUEPRINT for 6514-Digital Communications Systems

Competency 001 Explore computer systems	7%
002 Use the touch method in operating a keyboard	
003 Use speech recognition to input data	10%
004 Examine alternative input devices and connectivity	20%
005 Create documents	43%
006 Use spreadsheet software	10%
007 Use database software	10%
008 Produce straight-copy materials rapidly and accurately	
009 Demonstrate leadership and employability skills	