

**BUSINESS AND INFORMATION TECHNOLOGY EDUCATION**  
**COURSE BLUEPRINT for 6514-DIGITAL COMMUNICATION SYSTEMS**  
 (Recommended hours of instruction: 135-180)

| Comp #<br>Obj # | Unit Titles/Competency and Objective Statements<br>(The Learner will be able to:)                     | Time<br>Hours | Course Weight  |                  | Type<br>Behavior | Integrated Skill<br>Area | Core<br>Supp |
|-----------------|---|---------------|----------------|------------------|------------------|--------------------------|--------------|
|                 |   |               | Cognitive<br>4 | Performance<br>5 |                  |                          |              |
| 1               | 2   |               | 4              | 5                | 6                | 7                        | 8            |
|                 |   |               | <b>100%</b>    |                  |                  |                          |              |
|                 | <b>Total Course Weight</b>  |               | <b>50%</b>     | <b>50%</b>       |                  |                          |              |
| <b>A</b>        | <b>DIGITAL INPUT CONCEPTS/TECHNIQUES</b>  |               | <b>11%</b>     | <b>6%</b>        |                  |                          |              |
| <b>DC01.00</b>  | <b>Explore computer systems.</b>  |               | <b>7%</b>      |                  | <b>C2</b>        | <b>C/M/SC/SS</b>         | <b>Core</b>  |
| <i>DC01.01</i>  | <i>Describe the purposes, components, and use of computer hardware and software.</i>                  |               | 2%             |                  | C1               | C                        | Core         |
| <i>DC01.02</i>  | <i>Describe operating system functions.</i>   |               | 1%             |                  | C1               | C                        | Core         |
| <i>DC01.03</i>  | <i>Discuss security, confidentiality, and ethical issues related to data, hardware, and software.</i> |               | 1%             |                  | C2               | C/M/SS                   | Core         |
| <i>DC01.04</i>  | <i>Discuss alternative input devices.</i>   |               | 3%             |                  | C2               | C                        | Core         |
| <b>DC02.00</b>  | <b>Use the touch method in operating a keyboard.</b>  |               |                |                  | <b>C3P</b>       | <b>C</b>                 | <b>Supp</b>  |
| <i>DC02.01</i>  | <i>Use the touch method to operate alphabetic keys.</i>   |               |                |                  | C3P              | C                        | Supp         |
| <i>DC02.02</i>  | <i>Use the touch method to operate the 10-keypad and number keys.</i>                                 |               |                |                  | C3P              | C                        | Supp         |
| <i>DC02.03</i>  | <i>Use the symbolic, function, and operational keys.</i>  |               |                |                  | C3P              | C                        | Supp         |
| <b>DC03.00</b>  | <b>Use speech recognition to input data.</b>  |               | <b>4%</b>      | <b>6%</b>        | <b>C3P</b>       | <b>C</b>                 | <b>Core</b>  |
| <i>DC03.01</i>  | <i>Describe the purposes, components, and use of speech recognition systems.</i>                      |               | 2%             |                  | C1               | C                        | Core         |
| <i>DC03.02</i>  | <i>Train the system and input simple documents using speech writing techniques.</i>                   |               | 1%             | 3%               | C3P              | C                        | Core         |
| <i>DC03.03</i>  | <i>Use speech commands to edit and format documents.</i>  |               | 1%             | 3%               | C3P              | C                        | Core         |
| <b>B</b>        | <b>ALTERNATIVE COMMUNICATION INPUT DEVICES AND CONNECTIVITY</b>                                       |               | <b>12%</b>     | <b>8%</b>        |                  |                          |              |
| <b>DC04.00</b>  | <b>Examine alternative input devices and connectivity.</b>  |               | <b>12%</b>     | <b>8%</b>        | <b>C3P</b>       | <b>C/M/SC/SS</b>         | <b>Core</b>  |
| <i>DC04.01</i>  | <i>Explain the uses of current and emerging alternative input devices.</i>                            |               | 7%             |                  | C2               | C/M/SC/SS                | Core         |
| <i>DC04.02</i>  | <i>Explain the uses of handheld devices.</i>  |               | 2%             | 4%               | C3P              | SC/SS                    | Core         |
| <i>DC04.03</i>  | <i>Use handheld devices to input, transfer, and share data.</i>                                       |               | 3%             | 4%               | C3P              | C/M/SC/SS                | Core         |

|                |  |  |            |            |            |                  |             |
|----------------|--|--|------------|------------|------------|------------------|-------------|
| <b>C</b>       | <b>FUNDAMENTAL WORD PROCESSING</b>   |  | <b>17%</b> | <b>26%</b> |            |                  |             |
| <b>DC05.00</b> | <b>Create documents using traditional and alternative input devices.</b>   |  | <b>17%</b> | <b>26%</b> | <b>C3P</b> | <b>C</b>         | <b>Core</b> |
| <i>DC05.01</i> | <i>Enhance documents using font attributes.</i>  |  | 1%         | 1%         | C3P        | C                | Core        |
| <i>DC05.02</i> | <i>Use editing tools.</i>  |  | 1%         | 1%         | C3P        | C                | Core        |
| <i>DC05.03</i> | <i>Input letters in acceptable styles.</i>   |  | 5%         | 5%         | C3P        | C                | Core        |
| <i>DC05.04</i> | <i>Input memos using templates and e-mail environments.</i>  |  | 1%         | 2%         | C3P        | C                | Core        |
| <i>DC05.05</i> | <i>Input reports and supporting documents in acceptable styles.</i>  |  | 3%         | 9%         | C3P        | C                | Core        |
| <i>DC05.06</i> | <i>Input data using templates and web forms.</i>   |  | 2%         | 2%         | C3P        | C                | Core        |
| <i>DC05.07</i> | <i>Input and manipulate table data.</i>  |  | 2%         | 3%         | C3P        | C                | Core        |
| <i>DC05.08</i> | <i>Input other business documents in acceptable form.</i>  |  | 2%         | 3%         | C3P        | C                | Core        |
|                |  |  |            |            |            |                  |             |
| <b>D</b>       | <b>SPREADSHEETS</b>  |  | <b>5%</b>  | <b>5%</b>  |            |                  |             |
| <b>DC06.00</b> | <b>Use spreadsheet software with traditional and alternative input devices.</b>  |  | <b>5%</b>  | <b>5%</b>  | <b>C3P</b> | <b>C/M/SC/SS</b> | <b>Core</b> |
| <i>DC06.01</i> | <i>Explain spreadsheet fundamentals.</i>   |  | 3%         |            | C2         | C/M/SC/SS        | Core        |
| <i>DC06.02</i> | <i>Use labels, values, and formulas in spreadsheets.</i>   |  | 2%         | 5%         | C3P        | C/M/SC/SS        | Core        |
|                |  |  |            |            |            |                  |             |
| <b>E</b>       | <b>DATABASES</b>   |  | <b>5%</b>  | <b>5%</b>  |            |                  |             |
| <b>DC07.00</b> | <b>Use database software with traditional and alternative input methods.</b>   |  | <b>5%</b>  | <b>5%</b>  | <b>C3P</b> | <b>C/M/SC/SS</b> | <b>Core</b> |
| <i>DC07.01</i> | <i>Explain database fundamentals.</i>  |  | 3%         |            | C2         | C/M/SC/SS        | Core        |
| <i>DC07.02</i> | <i>Create, sort, edit, and query a database.</i>   |  | 2%         | 5%         | C3P        | C/M/SC/SS        | Core        |
|                |  |  |            |            |            |                  |             |
| <b>F</b>       | <b>SPEED AND ACCURACY</b>  |  |            |            |            |                  |             |
| <b>DC08.00</b> | <b>Produce straight-copy materials rapidly and accurately with traditional and handwriting and speech recognition devices.</b> |  |            |            | <b>C3P</b> | <b>C/M/SC/SS</b> | <b>Supp</b> |
| <i>DC08.01</i> | <i>Key from straight copy for five minutes with a minimum of 30 wpm and five or less errors while making all corrections.</i>  |  |            |            | C3P        | C/M              | Supp        |
| <i>DC08.02</i> | <i>Dictate from straight copy for three minutes with a minimum of 100 wpm and 97% accuracy while making all corrections.</i>   |  |            |            | C3P        | C/M              | Supp        |
| <i>DC08.03</i> | <i>Input using handwriting recognition from straight copy for one minute with a minimum of 30 wpm and 95% accuracy.</i>        |  |            |            | C3P        | C/M              | Supp        |
|                |  |  |            |            |            |                  |             |
| <b>G</b>       | <b>CAREER AND LEADERSHIP DEVELOPMENT</b>   |  |            |            |            |                  |             |
| <b>DC09.00</b> | <b>Demonstrate leadership and employability skills.</b>  |  |            |            | <b>C3P</b> | <b>C</b>         | <b>Supp</b> |
| <i>DC09.01</i> | <i>Exhibit effective leadership and team skills.</i>   |  |            |            | C3P        | C                | Supp        |
| <i>DC09.02</i> | <i>Identify procedures for planning and organizing a business or organization meeting.</i>                                     |  |            |            | C1         | C                | Supp        |