

**BUSINESS  
DIGITAL COMMUNICATIONS**

J. LeDuc

XXXXXXXXXXXXXXXXXX	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY
<b>Essential Questions</b>	What is Digital Communications?	Why is my key-boarding technique so important?  How will I use my key-boarding skill in the future?	What is more important speed or accuracy?	How can I increase my speed?						
<b>Content</b> in terms of essential concepts and topics	Digital communications tools  Internet and intranet basics	Keyboarding: Alphabetic keys  Keyboarding: Number and symbols keys  Word processing	Word processing  Handwriting recognition  Speech recognition	Spreadsheets  Databases  Presentations						
<b>Standards/Skills</b> i.e., processes and skills emphasized Indiana Academic Standards plus MCSC skills	1.1.1 1.1.2 1.1.3 1.1.4 6.1.1	1.1.2 1.1.3 1.1.4 1.1.6 3.1.1 3.1.2 3.1.3 6.1.1	2.1.1 2.1.2 2.1.8 3.1.1 3.1.2 3.1.3 6.1.1	4.1.1 4.3.1 4.1.2 4.3.2 4.1.3 4.3.3 4.1.4 4.4.1 4.1.5 5.7.1 4.2.1 8.8.5 4.2.2 4.2.3 4.2.4						
<b>Products/Assessments</b> It is assumed that teachers will assess students with traditional tests.	Activities Projects	Activities Technique Evaluations Drills Timed Writings Documents Production Tests	Activities Technique Evaluations Drills Timed Writings Documents Projects Production Tests	Activities Technique Evaluations Applications Projects Presentations Production Tests						