

Name: \_\_\_\_\_

**Digital Communications**

**Directions:**

Evaluate the student by entering the appropriate number to indicate the degree of competency. The rating for each task should reflect employability readiness rather than the grades given in class.

**Student Rating Scale:**

- 0 No Exposure** – no experience or knowledge in this area
- 1 Not Mastered** – requires instruction and close supervision
- 2 Requires Supervision** – can perform job completely with limited supervision
- 3 Mastered** – can work independently with no supervision

0	1	2	3	A. Demonstrate keyboarding skills.	Notes:
				1. Use touch system to key alphabetic, numeric, and symbolic data.	
				2. Demonstrate proper keyboarding technique.	
				3. Key numeric data using the ten-key pad with the touch system and proper technique.	
				4. Apply software features effectively to format documents.	
				5. Key, format, and edit business documents using various components and styles to produce a professional document.	
				Other:	

0	1	2	3	B. Apply digital communication tools to the workplace and personal life.	Notes:
				1. Research specific workplace and personal applications for new and emerging technologies.	
				2. Use critical thinking to determine the appropriate digital tool to perform a task productively.	
				3. Compare and contrast service options.	
				Other:	

0	1	2	3	C. Use handwriting recognition tools to input and manipulate data (i.e. tablet PCs, touch-screens, electronic note taking software).	Notes:
				1. Configure hardware and enable software to accept digital input.	
				2. Enable and utilize appropriate handwriting recognition software for the task.	
				3. Alternate between the input panel options (i.e. digital ink, ink to typed text, pad).	
				4. Use digital pen skills to perform a variety of functions (i.e. creating a digital signature, formatting text, converting handwriting to typed text, creating an original drawing).	

				5. Correct handwriting errors using various methods (i.e., rewrite, correction menu, backspace).	
				6. Change input panel and digital pen options and settings to optimize productivity.	
				7. Utilize electronic note-taking software to create sections, folders, pages, and sub-pages.	
				8. Utilize electronic note-taking software to drag and drop text.	
				9. Utilize electronic note-taking software to insert graphics from other sources.	
				10. Utilize electronic note-taking software to save notes as a document.	
				11. Utilize electronic note-taking software features for recognition and original drawings in electronic note-taking.	
				12. Retrieve notes by keyword in electronic note-taking software.	
				Other:	

<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>D. Demonstrate communication skills.</b>	<b>Notes:</b>
				1. Apply the touch system and proper technique in keyed communication.	
				2. Compose business documents (i.e., memo, letters, reports).	
				3. Proofread and edit business documents.	
				4. Organize all pertinent information logically to create a business communication.	
				5. Compose a business communication appropriate for the audience.	
				6. Apply technical writing skills.	
				7. Create organizational structure for electronic files.	
				8. Practice clear enunciation in all verbal communication.	
				9. Apply legible penmanship in handwritten communication.	
				Other:	

<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>E. Explore alternative digital communications input devices.</b>	<b>Notes:</b>
				1. Acquire data and images from alternative input devices (i.e., scanner, camera, phones).	
				2. Explain the uses of current and emerging input devices.	
				3. Determine appropriate file formats used for images based on intended use.	

				4. Explore purposes of Global Positioning System (GPS) technology.	
				5. Utilize GPS technology (i.e., map reading, setting coordinates).	
				6. Convert document formats to and from Portable Document Format (PDF).	
				7. Use digital storage devices (i.e., MP3 players, USB drives, digital memory cards).	
				Other:	

<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>F. Use speech recognition.</b>	<b>Notes:</b>
				1. Create a personal user speech profile through the training/enrollment process.	
				2. Manage the microphone (i.e., positioning, activating, deactivating, and conducting audio checks appropriately).	
				3. Improve accuracy by reading additional enrollment scripts.	
				4. Dictate clearly from prepared dialog or text.	
				5. Correct and train misrecognized words by voice.	
				6. Navigate a document using voice commands (i.e. using the insert command, moving cursor to top or bottom of page, moving cursor by character, word, line, or paragraph).	
				7. Use voice commands to manipulate text (i.e., select, cut, copy, paste, delete, and move).	
				8. Add unique words and phrases to speech recognition vocabulary.	
				9. Compose original text by voice (i.e. paragraphs, lists, e-mail messages, documents).	
				10. Enhance and align text using speech commands (i.e., bold, italicize, center).	
				11. Proofread voice-typed documents and revise by voice.	
				12. Create voice macros for productivity (i.e. custom commands, dictation shortcuts).	
				13. Dictate text at 100 wpm or faster on a 1 minute dictation test.	
				14. Maintain an accuracy rate of 95% or higher on a 1 minute dictation test.	
				15. Practice measures to prevent repetitive voice injuries.	
				16. Apply speech recognition skills in a variety of applications (i.e., spreadsheets, email, Internet).	
				Other:	

0	1	2	3	<b>G. Identify safety, security, and ethical issues related to digital communication.</b>	<b>Notes:</b>
				1. Research the health and safety issues of various digital tools.	
				2. Compare different options of backing up and securing data.	
				3. Use software application to automatically backup data to an external source.	
				4. Identify causes and methods of preventing breaches in security.	
				5. Identify consequences of breaching security or violating accepted use policies.	
				6. Identify ways to prevent identity theft.	
				7. Explain ethical and legal issues related to digital communications (i.e., intellectual property, copyright).	
				8. Apply business etiquette as it relates to digital communications.	
				Other:	

0	1	2	3	<b>H. Operate PDAs/handheld devices.</b>	<b>Notes:</b>
				1. Activate programs and applications.	
				2. Set appropriate preferences.	
				3. Use calendar and address book features effectively.	
				4. Synchronize data.	
				5. Beam data to and receive beamed data from other sources.	
				6. Use various handheld input methods (i.e., graffiti, block recognizers, voice, and keyboard).	
				7. Input, edit, and delete data.	
				8. Identify functions and features of other handheld devices (i.e., smart phones, iPods, Blackberry).	
				Other:	