



Digital Communication Systems

Course Description

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 commonly used digital communication devices to develop skill and concentrated application of those skills in the production of business communication and correspondence. Communication skills are reinforced as students' format, compose, and proofread various documents. Assessments include multiple choice/true false questions, discussion assignments, and projects.

Prerequisites

None

DLAs, to see a current list of textbooks and course materials, including required websites, please go to the Textbook Tab in the DLA SPA.