

DATE	TOPIC	TEXT PAGES	SKILL CHECK	ASSIGNMENT DUE
M 3/29	Lesson 5: Correcting capitalization Introduction to Wacom digital tablet	2-1-2-9 11-27	Lesson 4 12 pts.	
W 3/31	Lesson 6: Creating symbols and special characters Wacom digital tablet continued	2-10-2-15 39-47		Capitals p2-9
F 4/2	Practice Lab			
M 4/5	Lesson 7: Generating Numbers Wacom digital tablet continued Lesson 8: Navigating Documents	2-16-2-23 2-24-2-30	Lesson 5 9 pts. Lesson 6 9 pts.	Hyphens p2-15 Accuracy Assessment 3 (handout)
W 4/7	Practice Lab			
F 4/9	Practice Lab			
M 4/12	Lesson 9: Selecting, deleting, moving text Introduction to Tablet PC	2-31-2-36	Lesson 7 36 pts.	Tablet Assignment Numbers p. 2-23
W 4/14	Lesson 10: Formatting documents Tablet PC continued	2-37-2-45	Lesson 8 15 pts.	Snowboard p2-36 Assessment 4 (handout)
F 4/16	Practice Lab			
M 4/19	Final project introduced Check in PDAs	3-18-3-20	Lesson 9 24 pts.	Perfect Snowboard p2-36 Accuracy Assessment 5 (Handout)
W 4/21	Final project		Lesson 10 15 pts.	Most Perfect Snowboard p2-43- 2-24
M 4/26	Final (11-1 p.m.) National Proficiency Exam/ Production Test			PDA Report Assessment 6 Final Project due

* Practice labs on Friday do not usually have instructor assistance.

ISYS 224R
DIGITAL COMMUNICATION
Tentative Class Schedule—Spring 2004

This schedule is provided as a guide *only* and is subject to change. Lab practice is in BU 201 during class sessions and on Fridays during the scheduled practice lab. Additional practice may be done in either BU 201 or BU 271 during open labs.

DATE	TOPIC	TEXT PAGES	SKILL CHECK	ASSIGNMENT DUE
M 3/1	Syllabus and Schedule Course introduction Keyboard assessment			
W 3/3	Lesson 1 Check out headsets; adjust equipment and audio settings; complete enrollment training; export profile	1-2-1-9 Handout		Save profile to Zip disk
F 3/5	Lesson 2: Practice enunciation	1-10-1-21	Lesson 1 15 pts.	Import/export profile Save to H drive
M 3/8	Practice Lab: Practice enunciation			
W 3/10	Check out PDAs; receive instructions for schedules, notes, and contacts			
F 3/12	Practice Lab: Complete Lesson 2			Additional readings
M 3/15	Lesson 3: Correcting speech errors immediately	1-22-1-28	Lesson 2 18 pts.	Accuracy Assessment 1 p1-20
W 3/17	Lesson 4: Training speech errors permanently	1-29-1-39		
F 3/19	Practice Lab			
M 3/22	Lesson 4 Training speech errors permanently (cont.)		Lesson 3 12 pts.	Accuracy Assessment 2 P1-38
Wed – Fri 3/24- 3/26	<i>No School—Spring Break</i>			