

Course Evaluation

Grading Scale

Final grades will be earned as follows:

A	=	94 to 100 percent	C	=	76 to 78 percent
A-	=	91 to 93 percent	C-	=	73 to 75 percent
B+	=	88 to 90 percent	D+	=	70 to 72 percent
B	=	85 to 87 percent	D	=	67 to 69 percent
B-	=	82 to 84 percent	D-	=	64 to 66 percent
C+	=	79 to 81 percent	E	=	0 to 63 percent

Grade Distribution

Attendance	10%
Assignments	15%
Accuracy Assessments	15%
Skill Checks	50%
Final	10%

Repeating Failed Business Courses

A student will be allowed to repeat a failed School of Business course twice. If the business course is not passed with a minimum grade of “C-“ after the second retake (“C+” for Paralegal Studies majors), the student will be dropped from the School of Business program even if accepted into advanced standing (matriculated) previously.

Students with Disabilities

If you have any disability that may impair your ability to successfully complete this course, please contact the Accessibility Services Department (BU 145). Academic accommodations are granted for all students who have qualified documented disabilities. Services are coordinated with the student and instructor by the Accessibility Services Department.

Practice Lab

Fridays, during scheduled class time, are dedicated practice labs for ISYS 224R students. During this 50 minutes, you may practice and complete assignments. This practice lab does have a lab assistant but does not have an instructor, except for the first lab. Attendance is not recorded and does not affect your class grade but is strongly encouraged. BU 271 is also a lab where students may use speech recognition software. ISYS 224R students have first priority in these labs during both the scheduled practice lab and open labs.

State-of-Art Equipment

As part of your experience in this course with state-of-the-art digital equipment, you will receive a loaner Personal Digital Assistant (PDA) for the duration of the course. This handheld computer is equipped with a wireless access card to use on campus. After a loaner agreement is completed, you will receive the PDA and an owner's manual to assist you in using the PDA's unique features. Class instruction will cover the basics of tracking schedules, making notes, and entering contacts. The PDA will be returned the last week of class and a one-page report summarizing your hands-on experiences will be submitted as part of your final project.

Instruction in and practice with handwriting recognition using a digital tablet and journaling using a Tablet PC will also be part of this course. This equipment, however, will be available **only** during the regularly scheduled class sessions.

Application Exercises

You are expected to read and practice chapter exercises at the computer during class sessions or during the Friday practice lab. In addition, the instructor will assign homework exercises that will be graded. Homework assignments are due at the **beginning** of the scheduled class session. In-class assignments are due when requested. Do not expect to print at the beginning of the class period, as the printer will be turned off when class begins. If your homework is not at the instructor's station at the beginning of class, it is considered late (arriving late to class is **no** excuse).

Late work is penalized 20 percent of its value and must be submitted by the beginning of the next class session. After that, late work is not accepted for a grade (i.e., that assignment receives a zero). Remember: *you* are responsible for all material covered in class and for obtaining assignment instructions. Unexcused absences do not merit extended deadlines!

Skill Checks

Digital communication tools such as speech recognition require you to train the computer to understand your voice before using the software. This is called enrollment training. Accuracy is more important than speed during enrollment training; however, by using proper skills, you may achieve over 100 words per minute with over 95 percent accuracy. Part of this training includes in-class lesson skill checks to ensure student success. You will be checked during each lesson's in-class practice to evaluate knowledge and skills. Each lesson's skill check must be completed within two class sessions of the scheduled due date or the skill check receives a "0."

Assessments

Timed assessments evaluate student speed and accuracy. Both 30-second and 60-second timings are given during class practice sessions to measure progress. Unless you are excused from class when one of the timings is given, you may not make up the assessment. However, you may drop your lowest or missed score.

- < Maintain good vocal health when using speech recognition software.
- < Use a digital tablet to input handwriting into word processing program.
- < Use a Tablet PC to journal entries.
- < Use a Personal Digital Assistant (PDA) to track schedules and contacts.
- < Use online speech recognition resources for information about hardware, software, repetitive stress injuries, business trends and updates.

Attendance Policy

Attendance is expected and recorded for each class session. **Each day's attendance earns 5 points toward the attendance grade. Each tardy beyond the first 10 minutes of class results in a 2-pt. daily deduction.** When you are absent or excessively tardy, you miss information that helps you become proficient in using digital communication tools. You also miss valuable practice time to complete lessons, to check off skills, and to assess speed and accuracy. Except for the first lab, Friday lab attendance is not recorded but strongly urged to complete lessons and assignments.

If you must be absent, please contact the instructor *before* class begins. The only "excused" absences are death in the immediate family, your hospitalization, and UVSC-sponsored activities, when you inform the instructor in advance. Documentation is required to verify the legitimacy of the absence.

You are responsible for all material covered during class sessions. Obtain phone numbers of at least two classmates. If you are absent, ask a classmate for notes and assignment instructions, so you can prepare for the next class period. To be fair to students who attended class, please realize that the instructor cannot stop the entire class to explain concepts that you missed while absent.

Class Protocol

To ensure the best possible learning environment, please do not keyboard or visit with classmates when the instructor explains new material, makes announcements, or answers questions during lecture. Playing computer games, sending/receiving personal email, using other computer programs, studying for other classes, and using a cellular phone during this class are unacceptable classroom behaviors. You will be asked to leave the classroom, and you might lose your privilege to use the computer labs. The instructor reserves the right to turn off your computer if you use it for activities that do not directly relate to the topic at hand. Because cell phones and pagers are major distractions, you must turn these devices off *before* class begins. You really cheat yourself (and potentially other students) out of valuable information when you are not paying attention to the class activities.

The UVSC Student Rights and Responsibilities Manual states, "Cheating is the act of using, attempting to use, or providing others with unauthorized information, materials, or study aids in academic work. Cheating includes, but is not limited to, using the keyboard to input documents rather than dictating them, passing examination answers to or taking examinations for someone else, or preparing or copying others' academic work." *This includes copying assignments from another student's disk or student folder on the network.*

Lab Access and Course Fees

Students taking any computer ISYS courses must enroll in BUS 0050. BUS 0050 is not a course you attend; it's simply a method for collecting lab fees with your tuition. This \$38 fee, in addition to a course fee, helps defray the costs of providing you with the best computer education. These costs include 200 printed pages, headset loan, PDA loan, test disk, hardware maintenance, and software licenses/upgrades.

You may purchase additional print credits through the ISYS Department Office in BU 236. Use your copy allowance wisely. Carefully check your document before printing to minimize wasted printouts. To avoid losing points, save enough copies to print assessments and other required assignments.

ISYS 224R—Digital Communication Tools

Spring 2004

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10 - 11 a.m. M,T,W,R

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Course Description

An exploratory course designed to introduce students to emerging technology that allows users to write by voice or digital input and to have limited control of the Windows environment and application functions by voice and digital input. Presents an overview of current technology, getting started using the technology, learning the basics, making speech recognition part of the computer routine, and using speech recognition and digital input tools routinely as communication tools.

Uses a headset to dictate into a word processor or other speech-enabled application. Uses a variety of digital tools to input handwriting and journal notes and to track schedules, notes, and contacts. Provides in-class instruction and independent practice. Curriculum builds from simple to more complex project-based tasks. Increases personal productivity and reinforces reading and composition skills, as well as proofreading and editing skills.

Prerequisite

Students must have completed ISYS 1050 or proficiency.

Required Textbooks and Materials

Dragon NaturallySpeaking for the Office Professional, Version 7, South-Western Educational Publishing:
ISBN: 0-759-33115-4, ©2003.

Zip disk (save user profile)

Plantronics Headset (ISYS property loaned for semester)

Course Objectives

Upon successful completion of this course, the student should be able to do the following:

- < Recognize the opportunities digital communication tools provide in business today and in the future.
- < Understand technology growth projections for voice technology and digital input tools that suggest these tools will surpass keyboards and the mouse as the dominant input method by the end of the decade.
- < Know what hardware is required to use digital communication tools.
- < Recognize who the industry leaders are and the advantages and disadvantages of using each tool.
- < Demonstrate basic skills of speech recognition: enunciating correcting, correcting speech errors immediately, training speech errors permanently.
- < Apply speech writing skills to communication tasks.
- < Apply formatting skills to communication tasks.
- < Transfer speech skills to other applications: word processing applications, e-mail messages, PowerPoint slides, spreadsheet software, Internet browser.
- < Demonstrate speed and accuracy: speak text at 100 words per minute or faster; maintain accuracy rate of 95% or better; train/correct errors to increase accuracy on repeat timings.
- < Reduce stress injuries from use of the keyboard and mouse.