



Course Title:	Digital Communications Tools II
Credit(s):	One Credit, One Semester
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COURSE DESCRIPTION:

Digital Communication Tools II is a semester course designed for continued improvement on touch keyboarding techniques, use of computerized devices and software programs to handle school-related assignments and for personal and professional activities after graduation. The students will expound upon techniques, formatting of documents previously learned and new documents that are used in the business world. New technologies will be incorporated into the classroom as equipment and time allows. Problem solving and critical thinking will also be applied at this level. This is a project based course. A project culminates the course with "mailable" copy being created.

Prerequisite: Digital Communication Tools I
Grade Level: 9 - 12

TEXTBOOK RESOURCES:

Century 21 Keyboarding and Information Processing, (Cincinnati, South Western Educational Publishing Company. Typing for Accuracy 9th Edition, The H. M. Rowe Company, Baltimore, MD. Software: MicroTypePro (Building Skill--Speed and Accuracy), MicroPacePro (Timed Writings for analyzing and grades), MS Word 2007 for production of documents, Graphic Tablet for Handwriting Recognition, Dragon Naturally Speaking for Voice Recognition and PDA a handheld device. Altiris Vision is used to demonstrate new material to each student's computer and also to monitor students' activity while using the computer.

SUPPLIES:

Folder: Two pockets; to be left in the classroom.
Paper, pen/pencil to be used for notes, labeling, and marking timed writings.

LEARNING GOALS: UPON COMPLETION OF THIS COURSE STUDENTS WILL

Upon completion of this course students will be able to complete more complex documents, become familiar with new document styles, increase their speed, accuracy and additional exposure to the new technologies used in DCT I. Those are Voice Recognition, Graphic Tablet, and PDA, a handheld device.

COURSE EXPECTATIONS:

The major objective is to have all students learn and be successful in this class. No student has the right to interfere in any way with my ability to teach and students to learn.

1. All students are expected to follow the outlined procedures as stated in the LCHS Code of Conduct
2. Students are to follow my classroom rules; a copy of these are passed out at the beginning of each semester to each student. A copy is on file with the high school office and also posted on my classroom wall.
3. Students will become proficient in learning the proper techniques for keying, voice recognition, handwriting recognition and using the handheld device, the PDA (Personal Digital Assistant) by the end of the semester. Most emphasis being placed on keying documents and timed writings.
4. Students/parents are encouraged to check Edline for update of student grades at least every two weeks.

GRADE DETERMINATION:

EXAMINATIONS/ASSESSMENTS	35	% OF GRADE
TIMED WRITINGS – 3 MINUTES	20	% OF GRADE
PRODUCTION GRADES	35	% OF GRADE
TECHNIQUE GRADES	10	% OF GRADE

SEMESTER FORMULA:

FIRST NINE WEEKS	43	OF THE SEMESTER GRADE
SECOND NINE WEEKS	43	OF THE SEMESTER GRADE
FINAL EXAM	14	OF THE SEMESTER GRADE

LATE WORK POLICY:

Work must be turned in within one week of the due date to be accepted for full credit; 2nd week, points will be deducted according to number of points possible. When extended absences occur, the student needs to see me for a make-up plan agreed upon by both of us, to be completed in a timely fashion.

METHODS OF INSTRUCTION:

Mastery Learning is used in learning the keyboard and formatting documents. Tests are given over notes and production.

GRADING SCALE

100 TO 92.5	=	A
89.5 - 92.49	=	A –
86.5 - 89.49	=	B +
82.5 - 86.49	=	B
79.5 - 82.49	=	B –
76.5 - 79.49	=	C +
72.5 - 76.49	=	C
69.5 - 72.49	=	C –
66.5 - 69.49	=	D +
62.5 - 66.49	=	D
59.5 - 62.49	=	D –
0 - 59.49	=	F

ADDITIONAL INFORMATION:

Grades will be determined by rounding the final averages - **.51 or higher will be rounded up and .50 or lower will be rounded down. The grade determination as listed above is an approximation of the percentage of the total grade. Grades from each category were totaled and divided by the number of points possible. Programs and book assignments are worth between 10 to 40 points each depending on the level of difficulty. Chapter tests are worth 100 points each.

COURSE OUTLINE:

Computer Literacy/Keyboarding Skills. Time line: weeks 1-18

Content Standard: Refine computer literacy and touch keyboarding skills

Performance Expectations

Explain and use appropriate file management techniques

Assess software and hardware capabilities

Explain and use appropriate computer terminology

Demonstrate and refine the keyboarding position and proper techniques

Key alphabetic, numeric, symbols and numeric keypad using proper touch keying technique

Demonstrate and build accuracy and speed in keying material

Formatting/Application Skills--Time line: weeks 1 - 18

Content Standard: Students develop and refine formatting/application skills using the touch-keyboarding technique.

Performance Expectations

Identify and use software features that facilitate formatting documents

Key, format and edit business and personal business letters using various components and styles to produce a professional document

Key, format, and edit envelopes and labels using appropriate formats

Create and edit a variety of table formats using the table function and include multi-column tables

Construct tables and insert tables into other business documents including letters and reports

Create and edit memos and e-mail messages to produce a professional document

Create and edit reports including special parts and documentation using bound and unbound report formats

Create and edit a variety of personal and professional documents

Format, key and edit outlines

Format, key and edit itineraries

Format, key and edit agendas

Apply proofreading and editing skills to all documents created in this course

Culminate with a simulation/practice set to produce “

New Technologies--3 weeks during the course.

Speech Recognition

Content Standard: Students will use the speech recognition program at the next level.

Improve in speech recognition commands and technique

Improve dictation and editing techniques at the next level.

PDA/Handheld Devices

Content Standard: Students will move to the next level of use with the PDA/Handheld Device.

Activate additional programs/applications

Synchronize (“Hot ?Sync”) data with a personal computer

Beam data to and record beamed infrared data from another PDA/Handheld device

Use various handheld input methods such as block recognizers, transcriber, voice, keyboard, for various assignments

Handwriting Recognition

Content Standard: Students will move to the next level of use with the handwriting recognition program

Create a personal business letter in script and convert to text.

Format, proofread and edit the personal letter

Save the created document

Proofreading Skills--Time line: 1-18 weeks

Content Standard: Develop and refine proofreading skills

Performance Expectations

Apply proper editing marks to hard-copy documents

Review and apply grammatical rules for number usage, capitalization, punctuation, and abbreviations

Proofread and edit documents for meaning and readability

Revise documents making needed corrections

Timed Writings

Content Standard: Students will continue their quest to improve timed writing scores for both speed and accuracy.

Students will use a program to help them build speed and accuracy to improve timed writing scores

Students will use the drill book, "Typing for Accuracy" to help master their individual keying technique

Students will use a timed writing program to take and analyze their timed writing scores and technique

Timeline: 1-18 weeks