

# NTM 1040 WSU Fall 15 22661

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## Course Requirements

The **purpose** of this course is to provide the skills to be able to work at a productive speed on a computer. There are two skills that will be practiced for this course: keyboarding and voice input.

The **instructor** for this course is Laura Anderson, lsanderson@weber.edu (best way to reach me), Elizabeth Hall Room 367.

**There is not a textbook required for this course.** You will utilize several websites.

The course **requires** you to accomplish the following **5 tasks (complete them in this order)**:

1. One **5- minute timed writing** resulting in a timing of **40** words per minute on a **5-minute** timed writing with **10** or fewer errors OR **35** words per minute on a **5-minute** timed writing with **5** or fewer errors. This must be done in the NTM lab - Elizabeth Hall 311. You should do this during the first two weeks of the semester.
2. Train the Dragon Naturally Speaking speech recognition software on a computer in the lab. This will take you about 2 hours. You need to complete in one 2-hour block of time. Do this anytime during the semester when the lab is open.
3. Complete **tutorials** so that you are proficient with the software. This will take you about 2 hours. Do this anytime during the semester when the lab is open.
4. Send instructor an **email** using the Speech Recognition software. This will be done when step 2 and 3 are complete.

**So how does this work?** You will complete the course when you reach the competency required. The details for each assignment are listed with the assignment itself so check there next. The last day of classes this semester is December 11. There are deadlines for each assignment. You may complete the work late but the deadlines are in place to keep you from procrastinating.

**Speech recognition software works better when it is trained. If you do not take the time (a few hours) to train your computer, it won't work very well. The more time you spend using it, the more it learns your speech patterns and the accuracy rate increases.**

There are only three (**3**) grades possible for this course: A, C, F. If you **successfully** complete the 5 steps above by the due dates listed, you will have earned an A. If you complete the steps above but do not **succeed** in all of them, or complete them late, you will have earned a C. If you **do not complete all** the 5 steps above, you will have earned an F.

Any student requiring **accommodations or services due to a disability** must contact the Services for Students with Disabilities (SSD) in Room 181 of the Student Services Center. SSD can arrange to provide course materials (including this syllabus) in alternative formats if necessary. Among the services available by this department is test anxiety counseling. For more information about the SSD contact them at 801-626-6413, [ssd@weber.edu](mailto:ssd@weber.edu), or [departments.weber.edu/ssd](http://departments.weber.edu/ssd)

Date

Details

Sat Sep 5, 2015

5-Minute Timed Writing

11:59pm

**Sat Sep 12, 2015** [Train Dragon Naturally Speaking software](#) 11:59pm

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**Sat Sep 26, 2015** [Tutorial and Training](#) 11:59pm

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**Sat Oct 3, 2015** [Email](#) 11:59pm

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