BIT210

VOICE TECHNOLOGY

3 Credit Hours

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Career & Technical Education
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BIT210 Voice Technology

I. CATALOGUE DESCRIPTION

A. Pre-Requisite: CIS125 Computer Concepts and Applications or BIT138
   Voice Technology

   3 Semester Credit Hours

B. Voice Technology will teach students the basics of voice technology and
   the incorporation of computer-aided software that will enable the students
   to caption on the Web. The student will build his/her voice profile and
   learn how to use voice commands to create, edit, and print documents.
   Student will be taught time saving macros and templates will be created.
   Stored documents will be retrieved by the student and edited by voice. (F,
   S)

II. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT
    MEASURES

| Students will identify components of voice recognition software and build his/her voice profile. | Students will dictate an assignment using their voice profile that was developed. |
| Students will demonstrate knowledge of voice processing functions and terminology.           | Students will take an in-class exam.                                               |
| Students will demonstrate ability to control the microphone.                                | Students will dictate an assignment in class and will be graded on their ability to control the microphone. |
| Students will dictate phrases, sentences, and paragraphs.                                   | Students will be given in-class homework to dictate and will work towards 98% accuracy. |
| Students will create, edit, and print documents using editing features.                     | Students will be given in-class homework to dictate and will work towards 98 % accuracy. |
| Students will make document changes from stored documents.                                 | Students will take in-class exams making changes in their documents.              |
| Students will use text formatting skills to enhance the appearance of documents.           | Students will develop a manual of their work product using text formatting skills and this manual will be used on the job. |
Students will use macros and templates for documents. Students will complete an in-class assignment using macros and templates for a financial call.

III. OUTLINE OF TOPICS

A. Identify Components of Voice Recognition Software
B. Develop Voice Profile
C. Learn Voice Processing Functions and Terminology
D. Learn to Control the Microphone
   a. Previewing the voice center
   b. Select your user file before you begin
   c. Controlling the voice center microphone
E. Dictate Phrases, Sentences, and Paragraphs using Voice Technology
F. Create, Edit, and Print Documents using Editing Features
   a. Selecting files
   b. Saving files
   c. Controlling word spacing
   d. Inputting special characters and numbers
G. Perform Document Changes
   a. Moving the cursor
   b. Selecting and moving text
   c. Moving text to other windows applications
   d. Trouble shooting problems
H. Use Text Formatting Skills to Enhance Appearance
   a. Viewing font faces, font size, and font styles
   b. Changing styles
   c. Modifying paragraph alignment
   d. Setting margins and paragraph indentations
   e. Creating bulleted lists
I. Use Macros and Templates for Documents
J. Use Computer-Aided Transcription Software with Voice Software
   a. Setting up computer-aided transcription software for voice writing
   b. Customizing the toolbar for voicewriting
c. Hotkeys for faster actions
d. Using the notes window
e. Creating a new user profile

IV. METHOD(S) OF INSTRUCTION

A. Class Discussion

B. Lecture and Presentation

C. Projects

V. REQUIRED TEXTBOOK(S) WITH PUBLICATIONS INFORMATION

Realtime Voicewriting Dictation Fundamentals, Kaufman and Ales, Voice-Ed. 2006, Inc. 3rd edition

VI. REQUIRED MATERIALS

A. Flash Drive

B. Three-Ring Binder

C. Pen, Pencil, and Paper

D. Voice Headset

VII. SUPPLEMENTAL REFERENCES

Internet Websites

VIII. METHOD OF EVALUATION (basis for determining grade)

A. Homework 20%

B. Projects 60%

C. Final Exam 20%

IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library phone 636-481-3169).
X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College website, http://www.jeffco.edu).

XI. ATTENDANCE STATEMENT

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses 15 percent or more of the coursework; and/or (4) Student misses 15 percent or more of the course as defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.