AST 154-N1, N2
Introduction to Voice Recognition Software

COURSE OUTLINE

Prerequisites:

None

Course Description:

Teaches the computer user to use the voice as an input device to compose documents and to give commands directly to the computer.

Course Objective

A. Train Dragon-Naturally Speaking to recognize voice commands.
B. Create and edit various documents using voice recognition software.
C. Learn and practice formatting guidelines for document preparation.
D. Proofread, edit, compose, and dictate various types of documents that are encountered in the workplace.

Semester Credits: 1 **Lecture Hours:** 1 **Lab/Recitation Hours: 0**

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Course Outcomes

At the completion of this course, the student should be able to:

A. Train Dragon-Naturally Speaking to recognize voice commands.
B. Create and edit various documents using voice recognition software.
C. Learn and practice formatting guidelines for document preparation.
D. Proofread, edit, compose, and dictate various types of documents that are encountered in the workplace.

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Required Materials:

Audio Headset, USB Flash Drive

Textbook:

Instructor-created materials

The following supplementary materials are available:

1. Atomic Training Video Tutorials for Dragon Software

2. Dragon Naturally Speaking User Guide

3. Additional materials posted to Blackboard course

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Topical Description:

Week #1:   Setup and begin creation of User File
            Read scripts designed to build unique user files
Week #2:   Become familiar with basic commands and help features with software
            Continue to learn and practice dictating text using basic commands
Week #3:   Become familiar with non-alphabetic dictation and editing commands
Week #4:   Become familiar with basic formatting commands
            Practice dictating and formatting a variety of office-related documents
Week #5:   Final Exam

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Notes to Instructors

1. Class Activities include participation and voice-dictated documents graded for accuracy.

2. Two quizzes administered through duration of course
   a. Week #3: Quiz on basic commands
   b. Week #4: Evaluation of dictation/formatting skills by voice

3. Final exam consists of script dictation and formatting, as well as free-thought dictation and formatting.