CCR-1200: VOICEWRITING I

Cuyahoga Community College

Viewing: CCR-1200 : Voicewriting I

Board of Trustees:
June 2023

Academic Term:
Fall 2023

Subject Code
CCR - Captioning and Court Reporting

Course Number:
1200

Title:
Voicewriting I

Catalog Description:
Instruction in the use of voice-recognition software and technology. Application of such technology enables users to create and edit documents, send email, access the Internet and perform other functions all in a hands-free manner.

Credit Hour(s):
2

Lecture Hour(s):
1
Lab Hour(s):
3

Requisites

Prerequisite and Corequisite
CCR-1101 Introduction to Voice Writing or concurrent enrollment; or departmental approval.

Outcomes
Course Outcome(s):
Create a voice model.

Essential Learning Outcome Mapping:
Not Applicable: No Essential Learning Outcomes mapped. This course does not require application-level assignments that demonstrate mastery in any of the Essential Learning Outcomes.

Objective(s):
1. Set microphone settings.
2. Adjust sound for recording voice.
3. Utilize voice-recognition software to create a voice model.
4. Apply clear speaking techniques.

Course Outcome(s):
Install and set up a voice-recognition software.

Essential Learning Outcome Mapping:
Not Applicable: No Essential Learning Outcomes mapped. This course does not require application-level assignments that demonstrate mastery in any of the Essential Learning Outcomes.

Objective(s):
1. Define basic voice writing terminology.

2. Demonstrate knowledge of basic hardware care, maintenance, and setup of a voice-recognition program.
3. Operate a voice-recognition software.

Course Outcome(s):

Create documents utilizing voice-recognition software and personally created-voice model.

Essential Learning Outcome Mapping:

Not Applicable: No Essential Learning Outcomes mapped. This course does not require application-level assignments that demonstrate mastery in any of the Essential Learning Outcomes.

Objective(s):

1. Demonstrate ability to dictate numbers for correct display in textual documents.
2. Demonstrate ability to create and edit various kinds of textual documents.
3. Apply appropriate punctuation to documents.

Course Outcome(s):

Utilize voice-recogntion software to access the Internet.

Essential Learning Outcome Mapping:

Not Applicable: No Essential Learning Outcomes mapped. This course does not require application-level assignments that demonstrate mastery in any of the Essential Learning Outcomes.

Objective(s):

1. Demonstrate ability to access the Internet and do basic Internet searches.
2. Demonstrate ability to access, send, and reply to email.
3. Demonstrate ability to interact in discussion board with voice-recognition software.

Course Outcome(s):

Explain potential usages of voice-recognition software.

Essential Learning Outcome Mapping:

Not Applicable: No Essential Learning Outcomes mapped. This course does not require application-level assignments that demonstrate mastery in any of the Essential Learning Outcomes.

Objective(s):

1. Describe how voice-recognition technology can be used in a business environment.
2. Describe how voice-recognition technology can be used in the legal setting.
3. Discuss how voice-writing technology can be used in both professional and personal use.

Methods of Evaluation:
 a. Participation and discussion
 b. Observaton
 c. Formal assignments
 d. Quizzes and examinations
 e. Software knowledge tests

Course Content Outline:
 a. Concepts
     i. Basic hardware care procedures
     ii. Maintenance procedures
     iii. Voice-recognition set up procedures
     iv. Basic voice-recognition terminology
     v. Proper punctuation

      vi. Voice-recgnition applications
     vii. Techniques for clear speech
  b. Skills
       i. Installing a voice-recogntion software
      ii. Operating a voice-recognition software
     iii. Using proper punctuation
     iv. Creating a voice model
      v. Preparing various documents
     vi. Accessing the Internet
    vii. Accessing, creating, sending, and retrieving email
   viii. Speaking clearly for accurate translation
  c. Issues
       i. Sound-alike words
      ii. Clear speech
     iii. Unintentional breath sounds

Resources

Tao Qin. (2021) (November 14, 2020) *Dual Learning*, New York City: Springer.

Kamil Ekštein, František Pártl, and Miloslav Konopík. (2021) (August 3, 2021) *Text, Speech, and Dialogue: 24th International Conference, TSD 2021, Olomouc, Czech Republic, September 6−9, 2021, Proceedings (Lecture Notes in Computer Science)*, New York: Springer.

Gerardus Blokdyk. (2021) (July 31, 2021) *Speech Recognition: The Ultimate Step-by-Step Guide*, Ontario: 5STARCooks.

Resources Other
Faculty Created Course Guides
Faculty Created Dictation

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