CCR-1210: VOICEWRITING II

Cuyahoga Community College

Viewing: CCR-1210 : Voicewriting II
Board of Trustees:
10/26/2023

Academic Term:
Fall 2024

Subject Code
CCR - Captioning and Court Reporting

Course Number:
1210

Title:
Voicewriting II

Catalog Description:
Study of speech-to-text technology and the use of voice-recognition software while developing increased dictation speed, learning to dictate while listening to dictation, and creatinge various documents including Excel Spreadsheets, and particular legal and medical documents.

Credit Hour(s):
2

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

Requisites

Prerequisite and Corequisite
CCR-1200 Voicewriting I.

Outcomes
Course Outcome(s):
Utilize voice-to-text technology to create various documents.

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. Dictate and edit letters, essays, and general documents.
2. Dictate and edit legal materials on specifically formatted documents.
3. Dictate and edit medical materials on specifically formatted documents.
4. Dictate and edit Excel spreadsheets.
5. Insert appropriate punctuation while dictating.

Course Outcome(s):
Create voice codes for use in the realtime capture of speech.

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 voice codes.
2. Demonstrate the use of voice codes by creating and using them in various documents and dictation files.
3. Apply voice codes to avoid transcription conflicts of homonyms.
4. Apply voice codes to permit increased voice writing speeds.

Course Outcome(s):

Dictate at increased word-per-minute rate.

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. Dictate into speech-recognition software while reading from written text at a speed of 120 wpm and editing document to a rate of at least 95% accuracy.
2. Dictate into speech-recognition software while reading from written text at a speed of 100 wpm at 95% accuracy before editing.

Course Outcome(s):

Dictate while listening to dictation.

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. Dictate into speech-recognition software while listening to faculty-created dictation at less than 100 wpm with 95% accuracy before editing.
2. Dictate into speech recognition software while listening to faculty-created dictation at 120 wpm and editing document to a rate of at least 95% accuracy.

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.

Methods of Evaluation:
1. Participation and discussion
2. Observaton
3. Formal assignments
4. Quizzes and examinations
5. Software knowledge tests

Course Content Outline:
1. Concepts
    a. Voice-recognition applications
    b. Voice-to-text voice codes
2. Skills
    a. Using proper punctuation
    b. Using proper formatting of documents
    c. Preparing legal documents
    d. Preparing medical documents
    e. Preparing business documents

      f. Preparing spreadsheets
      g. Speaking clearly for accurate translation
      h. Increasing dictation speed
      i. Using voice codes in dictation
3. Issues
      a. Enunciation and diction
      b. Homonyms
      c. Formatting
      d. Editing

Resources

Camille Hanson. *The Essential Guide to American English Pronunciation: Step-by-step English pronunciation guidance with examples and audio*. Independently, 2022. November 18, 2022.

Nic Redman. *On The Mic: Voice Training for Voiceover Artists, Podcasters, Speakers & Presenters*. Independently.le, 2023. May 4, 2023.

My English Routine. *Common American Idioms: A Dictionary of the Most Popular American Expressions, with Etymology and Examples* . Independently, 2022. October 20, 2022.

Rich Carriero, Murray Bromberg, and Melvin Gordon. *1100 Words You Need to Know + Online Practice: Build Your Vocabulary in just 15 minutes a day!* . 8th. Barrons Educational Services, 2022. June 7, 2022.

Christophne Paroni. *AI : the new Internet- Chat GPT : Artificial Intelligence Unleashed: Empowering the Future - Advanced neural networks explained: Chat GPT and NLP ... - Neural Networks - Machine Learning And AI*. Independently published, 2023. May 23, 2023.

Resources Other

Faculty-created documents
Faculty-created dictation

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