Faculty is required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Academic Affairs and Standards Council.

DEPT. ADSM                       COURSE NUMBER: ____1131_____

NUMBER OF CREDITS:  3

COURSE TITLE: Voice Recognition Technology

CATALOG DESCRIPTION : Describes 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.

AUDIENCE : Medical Secretary students and any other student who is interested in gaining more knowledge in this area.

FULFILLS MN TRANSFER CURRICULUM AREA(S) *(Leave blank if not applicable)*
Area: by meeting the following competencies:
Area: by meeting the following competencies:
Area: by meeting the following competencies:

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE:

ADSM 1130 Medical Machine Transcription I

LENGTH OF COURSE : 1 Semester

THIS COURSE IS USUALLY OFFERED:
Every other year □ fall X □ spring X □ summer □ undetermined □

Four goals are emphasized in this course at Minnesota West Community & Technical College:

1) ACADEMIC CONTENT: The academic objectives of this course are to enforce competency skills and to train students to have a working knowledge of the requirements of assisting in a medical office setting.

2) THINKING SKILLS: This course will help students improve the effectiveness of their thinking skill through critical thinking exercises and scenario discussions.
3) COMMUNICATIONS SKILLS: This course will help students improve their oral and written communication skills through:

a. Participation in class discussions  
b. Cooperative attitude with other students and instructor  
c. Ability to communicate via D2L through email, discussion groups, and class materials.

4) HUMAN DIVERSITY: This course will help students recognize, understand, and appreciate human diversity through:

a. Understanding the need to communicate with a diverse population.  
b. Gaining a self-awareness regarding the feelings toward people regardless of culture, values, or socioeconomic status.

TOPICS TO BE COVERED:

COURSE OBJECTIVES:

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 voice writing  
  c. Hotkey for faster actions  
  d. Using the notes window  
  e. Creating a new user profile
LIST OF EXPECTED COURSE OUTCOMES:

CORSE LEARNING OUTCOMES
1. Dictate an assignment using their voice profile that was developed.
2. Identify components of voice recognition software and build his/her voice profile.
3. Demonstrate knowledge of voice processing functions and terminology.
4. Demonstrate ability to control the microphone.
5. Dictate phrases, sentences, and paragraphs.
6. Create, edit, and print documents using editing features.
7. Dictate an assignment in class and will be graded on their ability to control the microphone.
8. Make document changes from stored documents.
9. Develop a manual of their work product using text formatting skills and this manual will be used on the job.
10. Use text formatting skills to enhance the appearance of documents.

LEARNING/TEACHING TECHNIQUES used in the course are:
- Collaborative Learning
- Problem Solving
- Student Presentations
- Interactive Lectures
- Creative Projects
- Individual Coaching
- Lecture
- Films/Videos/Slides
- Demonstrations
- Other (describe below)
- Lab

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:
- Reading
- Tests
- Individual Projects
- Oral Presentations
- Worksheets
- Collaborative Projects
- Textbook Problems
- Papers
- Portfolio
- Group Problems
- Term Paper
- Other (describe below)

EXPECTED STUDENT LEARNING OUTCOMES: Listed above

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

The information in this course outline is subject to revision

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator.
as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or via your preferred Telecommunications Relay Service.

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