

Mt. San Jacinto College
Integrated Course Outline of Record

Form B

Submitted by:	Marlene Cvetko	Date:	11/14/2019
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Department	Subject	Course Number	Title
Non-Credit Learning Skills	Non-Credit Learning Skills NC/LNSK	902	Voice Recognition for LD

Units/Hours

Each lecture unit requires 1 hour per week of class time, and 2 hours per week of study outside of class.
Each laboratory unit requires 3 hours per week of class time.
Each activity unit requires 2 hours per week of class time and 1 hour per week of study outside of class.

Total Units

Total Contact Hours

16.00 - 48.00

Stand Alone:

Stand Alone

AA/AS Degree General Ed Breadth Area(s):

-none-

General Education Justification:

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Maximum Enrollment:
Maximum Enrollment
Justification:

15
Course requires significant individualized instruction or assessment “ check all that apply: * Course requires that each student be evaluated individually on a set of skills more than twice per semester. Justification: To meet the needs of each student, the instruction and guided practice needs to be individualized to accommodate specific functional limitations. Assistive technology for voice functionality options are selected based on these specific functional limitations.

Grading Method:	NC-P/SP/NP
TOP code:	4930.32

Can be Taken	99	time(s) for credit (max 4)
		- Visual or Performing Arts course that is required to meet major requirements for UC/CSU
		- Intercollegiate athletics course
		- Academic/vocational competition course

Catalog Description:
(Please do not refer to transferability or degree, certificate, or employment concentration applicability. Please only describe the course).
(75 words or less in gray box below).

This course will teach students to use voice recognition in a variety of word processing applications and digital environments.

Schedule Description:
(Please do not refer to transferability or degree, certificate, or employment concentration applicability. Please only describe the course).
(25 words or less in gray box below).

This course will teach students to use voice recognition in a variety of word processing applications and digital environments.

Need for the course:

Students with weaknesses in written expression and/or spelling can use voice recognition software to dictate ideas. To use voice recognition, a unique voice profile must be created and trained for accuracy. While some have been exposed to voice recognition, the integration of commands within word processors and the CMS is fully dependent on the application, varying significantly. Commands and formats vary and need to be taught with guided practice so that students become more proficient.

Prerequisite(s):
Prerequisites go through a separate approval process. See Forms E1-E6 for details.
(For further clarification, contact the Prerequisite Subcommittee)

-none-

Corequisite(s):
Corequisites go through a separate approval process. See Forms E1-E6 for details.

-none-

Recommend Preparation:
Recommended Preparation goes through a separate approval process. See Forms E1-E6 for details.

-none-

Other Enrollment Criteria:

-none-

Learning Objectives:
(please number each objective and express in behavioral terms)
Upon the completion of the course the student will be able to do the following:

1. Create a variety of documents using voice dictation and/or key commands.
 2. Create an email and a discussion using voice dictation and/or key commands.
 3. Demonstrate the ability to navigate and communicate within the CMS using voice dictation and/or key commands.
 4. Apply accessibility, formatting, and editing tools to a document within a selected word processor application and CMS.

Course Content:

(please number the outline of main topics and subtopics)

1. Windows accessibility options
 1. Basic navigation using key and voice command
 2. Mouse properties, keyboard, and voice options for accessibility
 3. File management and search systems
 4. View and tile options
 5. Voice and navigation options
 2. Voice commands including but not limited to
 1. Editing
 2. Formatting
 3. Navigation
 4. ASCII key and voice commands
 3. Compose and edit documents using voice recognition software
 1. Basic document input and formatting tools including voice, mouse, and key commands
 2. Basic editing tools voice, mouse, and key commands
 3. Save and open documents in a variety of file types using voice, mouse, and key commands
 4. Communicative technology within the CMS
 1. E-mail dictation and key commands
 2. Discussion Boards dictation and key commands
 3. Group Forums dictation and key commands
 5. Integrative use of adaptive computer software applications and tools
 1. Commands common to all applications
 2. Using voice activation inside the CMS portal
 3. Problem solve limitations of adaptive software within the CMS portal
 4. Tiling and shortcut functions

Methods of Instruction:

Methods of instruction may include, but are not limited to the following:

- **Method:** Individualized Instruction
Integration: Individualized instruction may be used to teach student voice recognition and application specific skills selected based on specific functional limitations.
 - **Method:** In-class Exercises
Integration: In class exercises will ensure students practice skills to improve voice recognition and can successfully apply voice commands to integrate the technology in selected applications to accommodate functional limitations.
 - **Method:** Lecture
Integration: Lecture may be used to introduce concepts and problem solve adaptive technology software solutions and techniques.
 - **Method:** Directed Study
Integration: Directed study may include direct instruction and guided practice in selected voice recognition (speech-to-text) software.

Methods of Evaluation:

A student's grade shall be determined by the instructor using multiple measures of performance related to the course objectives. Methods of evaluation may include but are not limited to the following:

- **Method:** Class Participation
Integration: Evaluation of class participation will be based on the student's development of skills using selected voice recognition software and selected functionality within the application.
- **Method:** Class Work
Integration: Class work will be evaluated each class meeting to determine measurable progress in the student's ability to apply voice recognition technology and integrate skills to selected applications.
- **Method:** Projects
Integration: Projects may be used to evaluate the student's ability to access and employ voice recognition techniques in selected applications both outside and inside the CMS online learning environment.

Examples of Assignments:

Students will be expected to understand and critique college level texts or the equivalent. Reading and writing, as well as out of class assignments are required. These assignments may include but are not limited to the following:

1. Read the handout provided and create a 3-level outline of the main points with support(s) using voice recognition. Your notes should be formatted using the following: 3-level outline format, Times New Roman, 12 point font, double spaced, 1 inch margins. Save the file as (your name) 3 level outline. rtf.
2. Dictate the given citations in your handout using voice recognition, including commands for symbols and punctuation. Save as (your name) citex.rtf.
3. Create a discussion board thread using voice recognition commands.

Textbooks:

- CreateSpace (2011). *Speech Recognition Applications: The Basics and Beyond* CreateSpace. ISBN: 1463730918

Other Resources:

- Nuance. Dragon Professional Workbook. Nuance , 08-01-2016.
- Dragon NaturallySpeaking. Nuance, (15/e).
- Handouts

Minimum Qualification

- Learning Assistance/Learning Skills Coordinators or Instructors and Tutoring Coordinators (Masters Required) **or**
- Learning Disabilities: Disabled Student Programs and Services (Masters Required) **or**
- Learning Disabilities: Specialist (Masters Required) **or**
- NC/Specialized Instruction (Disabled Students Programs and Services)-Vocational **or**
- NC/Specialized Instruction, Disabled Students Programs and Services **or**
- Physical Disabilities: Disabled Student Programs and Services (Masters Required) **or**
- Special Education (Masters Required)