



THE LEARNING SOURCE  
EDUCATION FOR THE NEW ECONOMY

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# Dragon Naturally Speaking Course Development

CURRICULUM

2023

**The Dragon Naturally Speaking Course Development, offered by The Learning Source, LLC, is an 18-hour program spread over**

**1.5 Weeks**

**Comprising: 11 Modules**

Students learn to use enterprise-ready speech recognition software for hands-free computer operation, including document dictation, emailing, web searching, and voice-controlled PC usage. The course is well-suited for individuals seeking enhanced work environment flexibility, especially those with physical limitations. Interactive live sessions and practical exercises enable a dynamic learning experience, guided by expert instructors ensuring comprehensive understanding and effective application of the software's features. Real-world case studies and simulations further reinforce practical skills for effective technology utilization.

# Dragon Naturally Speaking

## Course Development

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- Module 01.  
**Creating a User Profile**
- Module 02.  
**Scheduling Tasks**
- Module 03.  
**The Dragon User's Guide**
- Module 04.  
**Customizing Vocabulary**
- Module 05.  
**Starting to Dictate**
- Module 06.  
**Dictating Text and Punctuation Marks**
- Module 07.  
**Correcting Dragon's Errors in Your Dictated Text**
- Module 08.  
**The Default Interface**
- Module 09.  
**Editing Text by Voice**
- Module 10.  
**Using Dragon with The Internet and Microsoft Word**
- Module 11.  
**Dictating and Editing in Microsoft Excel**

# FINAL EXAM

Students enrolled in The Learning Source, LLC's Dragon Naturally Speaking Course Development will develop comprehensive proficiency in utilizing speech recognition software effectively.



**Students  
participating in**

The Learning Source,  
LLC's Dragon  
Naturally Speaking  
Course Development

Will develop

**Comprehensive  
Proficiency**



**In utilizing**

Speech  
recognition  
software  
effectively.



Students learn to use enterprise-ready speech recognition software for hands-free computer operation, including document dictation, emailing, web searching, and voice-controlled PC usage.

# HOLIDAYS 2023-2024

Below, the holidays of 2023 and 2024 are presented, times when classes and work activities are temporarily suspended to commemorate events of historical, cultural, and national significance in the United States.

## 2023

Date	Celebration/Holiday
Monday, January 2	<b>New Year's Day</b>
Monday, January 16	<b>Martin Luther King, Jr. Day</b>
Friday, January 20	<b>United States Presidential Inauguration Day</b>
Monday, February 20	<b>Presidents' Day</b>
Monday, May 29	<b>Memorial Day</b>
Monday, June 19	<b>Juneteenth National Independence Day</b>
Tuesday, July 4	<b>Independence Day</b>
Monday, September 4	<b>Labor day</b>
Monday, October 9	<b>Columbus Day</b>
Friday, November 10	<b>Veterans Day</b>
Thursday, November 23	<b>Thanksgiving Day</b>
Monday, December 25	<b>Christmas Day</b>

## 2024

Date	Celebration/Holiday
Monday, January 1	<b>New Year's Day</b>
Monday, January 15	<b>Martin Luther King, Jr. Day</b>
Monday, February 19	<b>Presidents' Day</b>
Monday, May 27	<b>Memorial Day</b>
Wednesday, June 19	<b>Juneteenth National Independence Day</b>
Thursday, July 4	<b>Independence Day</b>
Monday, September 2	<b>Labor Day</b>
Monday, October 14	<b>Columbus Day</b>
Monday, November 11	<b>Veterans Day</b>
Thursday, November 28	<b>Thanksgiving Day</b>
Wednesday, December 25	<b>Christmas Day</b>

**Please note;** The holidays listed may be subject to change based on the religious and cultural practices of the students.