THE LEARNING SOURCE
EDUCATION FOR THE NEW ECONOMY

Dragon Naturally Speaking Course Development

SYLLABUS
2023

PART 1: COURSE INFORMATION

Instructor Information:

INSTRUCTOR

:

OFFICE

270 E Douglas Ave, El Cajon, CA, 92020.
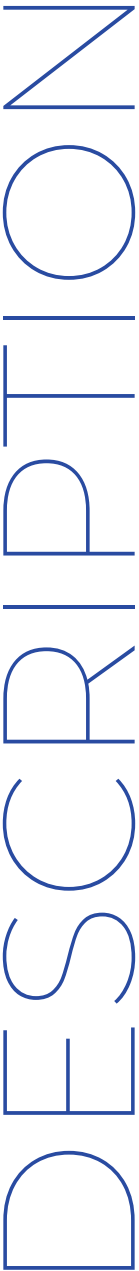
OFFICE TELEPHONE

(619) 401-4011

EMAIL

info@thelearningsource.net

CLASS HOURS

:

DESCRIPTION

In the Dragon Naturally Speaking Course Development, students learn how to use the enterprise-ready speech recognition software.

This software enables users to dictate documents, send emails, search the web, and control their personal computer with voice commands.

The course is tailored for individuals who need hands-free computer operation for increased flexibility in the work environment or due to physical limitations.

Participants will gain practical skills and a deep understanding of how to optimize the use of Dragon Naturally Speaking to enhance efficiency and productivity in their work setting. They will learn to customize and leverage the software's advanced features, enabling them to work smarter and more efficiently.

This course is suitable for both beginners and individuals with prior experience in voice recognition technology. By the end of the course, participants will be equipped with the necessary skills to effectively use Dragon Naturally Speaking and tailor the software to their specific needs. Get ready to explore a world of possibilities in streamlining your workflow through voice command.

THE MISSION AND PURPOSE

Instructional Modality

This program is taught live online (English and Spanish).

Admissions Requirements

To be admitted to this program, students must be at least 18 years of age and possess, at a minimum, a high school diploma, high school equivalency certificate (G.E.D.), or achieve a minimum score of 97 on the Combined English Language Skills Assessment (CELSA) Form 2 (Ability to Benefit Test).

Course Requirements

🎓 Tuition **$ 500.00**
👤 Materials **$ 100.00**
📖 Registration Fee (Non-refundable) **$ 250.00**

📋 Total Charges: **$ 850.00**

Course Objectives

Upon completion of this course, students will be able to:

- Create a user profile.

  Schedule Dragon's periodic tasks.

- Navigate through the user's guide.

- Customize vocabulary from existing documents and email.

- Add vocabulary entries.

- Dictate text and punctuation marks.

- Dictate special text.

- Correct errors in the dictated text.

- Correct the dictation of others.

- Direct editing.

- Use Dragon with the Internet.

- Use Dragon with Microsoft Word.

- Manage custom commands.

- Read the text to train Dragon.

- Create and use multiple vocabularies.

- Create a memo by voice.

Module Structure

Module 1

Creating A User Profile
Students learn how to create a user profile, connect and position the microphone, work with smartphones and recorders, and adapt profile vocabulary.

Module 2

Scheduling Tasks
Students learn how to open profiles and work with desktop icons. They also will be able to explain the importance of natural language commands, speed, and accuracy.

Module 3

The Dragon User's Guide
Students learn how to work with the tutorial, accuracy assistant, and the Dragon Sidebar.

Module 4

Customizing Vocabulary
Students learn how to add vocabulary entries, customize vocabulary from existing documents, and customize vocabulary from emails.

Module 5

Starting to Dictate
Students learn how to control the microphone, work with the Dragon Bar and the microphone icon, work with a hotkey, and execute an initial dictation.

Module 6

Dictating Text and Punctuation Marks
Students learn how to dictate new lines and paragraphs, numbers, dates, addresses, and units.

Module Structure

Module 7

Correcting Dragon's Errors in Your Dictated Text
Students learn how to correct errors and handle multiple matches in a text.

Module 8

The Default Interface
This module covers correcting spelling windows, using playback to aid correction, deferring correction, and Saving Recorded Dictation (SRD).

Module 9

Editing Text by Voice
This module introduces using selection commands, underlining, capitalization, copying, deleting, and cutting. It also covers replacing and inserting words.

Module 10

Using Dragon with The Internet and Microsoft Word
Students learn how to use Dragon with the Internet and Word including web searches, social media, navigating within a web page, and voice notations in Word.

Module 11

Dictating and Editing in Microsoft Excel
Students learn how to dictate and edit in Excel including setting up and executing files.

Requirements for Program Completion
To successfully complete this course, students must maintain a minimum average of at least 70% or C and complete all required tests, assignments, and projects. No licensure is required and there are no internships or externship**.**

COURSE REQUIREMENTS

Course Requirements

🛜 Internet connection
(DSL, LAN, or cable connection desirable)

COURSE STRUCTURE

Course Format:

This comprehensive training program is conducted exclusively through live online sessions on the Zoom platform, overseen by a team of seasoned instructors committed to providing top-tier education. The course is thoughtfully structured into 11 modules, each meticulously curated to offer a thorough understanding of the extensive capabilities of Dragon Naturally Speaking.

The outlined modules are as follows:

1. **Creating A User Profile**
2. **Scheduling Tasks**
3. **The Dragon User's Guide**
4. **Customizing Vocabulary**
5. **Starting to Dictate**
6. **Dictating Text and Punctuation Marks**
7. **Correcting Dragon's Errors in Your Dictated Text**
8. **The Default Interface**
9. **Editing Text by Voice**
10. **Using Dragon with The Internet and Microsoft Word**
11. **Dictating and Editing in Microsoft Excel**

The participants will have access to a comprehensive set of support material, which will provide crucial backing throughout their learning process. This meticulously designed course aims to equip the participants with the necessary skills to maximize the potential of Dragon Naturally Speaking, ultimately enhancing their productivity and efficiency in various professional fields.

BENEFITS FOR STUDENTS

Improved Productivity:
By learning to effectively use Dragon Naturally Speaking, students can streamline their daily tasks, allowing them to be more productive and efficient in their work environment.

Enhanced Workplace Flexibility:
Acquiring skills in using this voice recognition software enables students to enjoy increased flexibility in their work environment by performing computer tasks hands-free.

Task-Specific Optimization:
Through understanding and mastering specific modules such as task scheduling and using Dragon with Microsoft Word and Excel, students can optimize specific tasks and improve the accuracy in executing commands.

Overcoming Physical Limitations:
This course can be particularly beneficial for individuals with physical limitations, as it allows them to use the computer without the need for hands, providing greater independence and autonomy.

Increased Accuracy and Efficiency:
By learning to customize vocabulary and correct errors in dictated text, students can enhance the accuracy and efficiency of their dictation tasks, resulting in more precise and efficient work.

Development of Technological Skills:
Students will gain practical skills in using voice recognition technologies, enabling them to adapt and thrive in work environments that require advanced technological knowledge.

These benefits provide an overview of how the course can positively impact students' work lives, offering them greater control and efficiency in their daily tasks.

ONLINE RESOURCES

During the course, a diverse range of online tools is utilized to guarantee a comprehensive and enriching learning experience:

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👆 **Dragon Naturally Speaking User Guide:**
The students utilize the Dragon Naturally Speaking User Guide, provided by the software, to thoroughly understand the various functions and features of the program.

Aa **Microsoft Word and Microsoft Excel:**
Given that there are specific modules dedicated to using Dragon with Microsoft Word and Microsoft Excel, the students directly use these applications to practice and apply the knowledge gained in the course.

📷 **Zoom Platform:**
Since the course is conducted live via Zoom, the students leverage the platform to participate in interactive, collaborative, and real-time learning sessions with the instructors and other participants.

▶ **Video Tutorials:**
The students benefit from a variety of video tutorials available on platforms such as YouTube, providing a detailed guide on how to use Dragon Naturally Speaking and its key features.

📚 **Online Libraries:**
Online libraries, such as Google Scholar and digital university libraries, provide access to a variety of additional resources, such as e-books and academic articles, expanding the students' understanding of voice recognition and related technology.

These resources offer students a diverse array of tools, applications, and online materials, enabling them to implement the knowledge gained during the Dragon Naturally Speaking course directly.

PART 2: STUDENT LEARNING OUTCOMES

Upon successful completion of this program, students will achieve the following objectives:

- Participants will **develop a strong command** of the advanced capabilities and functionalities of Dragon Naturally Speaking, enabling them to effectively utilize this voice recognition software in their work environment.

- By **applying the skills learned** through the course, participants can enhance their work efficiency by performing tasks more swiftly and accurately, potentially leading to overall improved productivity.

- **Learning to use Dragon Naturally Speaking for hands-free** computer operation can provide participants with greater flexibility in their work environment, allowing them to carry out tasks more comfortably and efficiently.

- Familiarity with **voice recognition software** and other related technological tools will enhance participants' ability to adapt and effectively use advanced technologies in their daily work.

- By **refining their dictation and editing skills** with Dragon Naturally Speaking, participants can achieve greater precision and quality in document creation and other writing-related tasks, contributing to higher-quality and more professional work.

This course aims to provide participants with comprehensive training in the effective use of Dragon Naturally Speaking, ensuring they acquire the necessary skills and expertise to maximize the software's potential.

With a profound understanding of its advanced features and the ability to navigate and customize its functionalities, participants will be well-prepared to integrate voice recognition technology seamlessly into their professional endeavors, leading to enhanced productivity and efficiency.

Throughout the program, participants will achieve the learning objectives through a combination of interactive sessions, practical exercises, and hands-on application of Dragon Naturally Speaking.

PART 2: STUDENT LEARNING OUTCOMES

The following highlights the key components contributing to the participants' proficiency in utilizing Dragon Naturally Speaking:

• Interactive Sessions:
Live online classes foster active engagement, allowing participants to explore various features of the software and practice hands-free computer operation in real-time, enhancing their understanding and command of the technology.

• Practical Exercises:
Tailored exercises enable participants to apply the software to real-world scenarios, facilitating a deeper grasp of its functionalities and honing their dictation and editing skills for increased accuracy and efficiency.

• Customization Techniques:
Hands-on experience in customizing vocabulary and commands helps participants develop a personalized approach to the software, enabling them to adapt it to their specific work requirements seamlessly.

• Assessments and Progress Tracking:
Regular evaluations and progress assessments serve to measure participants' proficiency in using Dragon Naturally Speaking, ensuring that they can effectively implement the acquired knowledge and skills in practical settings.

By the end of the course, participants will have gained the necessary expertise to optimize their workflow through the seamless integration of **Dragon Naturally Speaking, empowering them to achieve higher levels of productivity and success in their professional pursuits.**

Part 3: Topic Outline/ Schedule

Course Duration and Structure

This comprehensive Dragon Naturally Speaking course spans a total of 18 hours over a period of 1.5 weeks, immersing participants in an intensive and detailed program that covers the essential aspects of effective software utilization.

The Dragon Naturally Speaking Course Development is divided into 11 modules, each carefully structured to ensure a comprehensive understanding and practical application of various functionalities.

Throughout the 1.5-week period, participants will delve into the intricacies of creating user profiles, scheduling tasks, customizing vocabulary, and using the software in conjunction with applications such as Microsoft Word and Excel.

1. **Creating A User Profile**
2. **Scheduling Tasks**
3. **The Dragon User's Guide**
4. **Customizing Vocabulary**
5. **Starting to Dictate**
6. **Dictating Text and Punctuation Marks**
7. **Correcting Dragon's Errors in Your Dictated Text**
8. **The Default Interface**
9. **Editing Text by Voice**
10. **Using Dragon with The Internet and Microsoft Word**
11. **Dictating and Editing in Microsoft Excel**

Each module is meticulously designed to provide a balance between theoretical knowledge and practical application, tailored to meet the diverse needs and challenges in using Dragon Naturally Speaking.

Active participation in live sessions and the completion of practical exercises are encouraged, allowing participants to apply their knowledge in simulated real-world scenarios and improve their proficiency in the effective operation of the software.

PART 4: GRADING POLICY
Graded Course Activities

The Dragon Naturally Speaking Course Development distinguishes itself through its practical and comprehensive approach, emphasizing the direct application of acquired knowledge within the context of speech recognition software utilization.

At the conclusion of every two modules, except for Modules 9, 10, and 11, which have a combined activity, students will participate in a practical activity designed to apply the concepts learned in class, fostering a deeper understanding and proficiency in utilizing Dragon Naturally Speaking in various real-world scenarios.

In addition to these activities, at the end of the course, there will be a final examination to comprehensively evaluate the students' grasp and practical application of the course material. This final examination will serve as a comprehensive assessment of their ability to synthesize and effectively apply the knowledge gained throughout the course to various practical scenarios. A minimum grade of C+ is required to pass the final examination of the course.

PART 4: GRADING POLICY

Graded Course Activities

Points	Modules	Activity	Description	Evaluation Criteria
15	**Module 1: Creating a User ProfileModule 2: Task Scheduling**	**Hands-On Profile Creation and Task Scheduling**	Students will work in pairs to apply the concepts learned in Modules 1 and 2. In the first part, they will create user profiles following specific guidelines provided by the instructor, connecting and positioning the microphones optimally. In the second part, students will schedule tasks using natural language commands to complete basic computer tasks. Students will be encouraged to focus on speed and accuracy when executing commands.	1. Accuracy in creating and configuring user profiles.Ability to connect and position the microphone efficiently. 2. Effective use of natural language commands for task scheduling. 3. Demonstration of understanding the importance of speed and accuracy in Dragon Naturally Speaking operations. 4. Effective collaboration in problem-solving and completion of assigned tasks.
15	**Module 3: Dragon User's GuideModule 4: Vocabulary Customization**	**Interactive Tutorial and Vocabulary Customization**	In this activity, students will engage in an interactive tutorial session to explore the functionalities of the Dragon User's Guide, the Accuracy Assistant, and the Dragon Sidebar. They will then proceed to customize their vocabulary by adding new entries, adapting vocabulary from existing documents, and customizing vocabulary derived from emails. Students will be required to demonstrate their understanding of the various tools and features presented in Modules 3 and 4.	1. Proficiency in navigating and utilizing the Dragon User's Guide, the Accuracy Assistant, and the Dragon Sidebar. 2. Effective demonstration of the vocabulary customization process, including adding new entries and adapting vocabulary from documents and emails. 3. Ability to apply learned techniques to enhance the accuracy and efficiency of the software. 4. Comprehensive understanding of the applications and implications of customizing vocabulary within Dragon Naturally Speaking. 5. Active participation and contribution to group discussions and practical exercises.

PART 4: GRADING POLICY

Graded Course Activities

Points	Modules	Activity	Description	Evaluation Criteria
15	**Module 5: Getting Started with DictationModule 6: Dictating Text and Punctuation**	**Mastering Dictation Techniques**	This activity will focus on honing students' skills in dictation, as outlined in Modules 5 and 6. Students will practice controlling the microphone and utilizing the Dragon Bar and microphone icon effectively. They will also familiarize themselves with using hotkeys and executing initial dictations. In the second phase, students will practice dictating various text elements, including new lines, paragraphs, numbers, dates, addresses, and units. They will be encouraged to employ proper dictation techniques for enhanced accuracy and efficiency.	1. Mastery in controlling the microphone and using the Dragon Bar and microphone icon seamlessly. 2. Effective utilization of hotkeys for streamlined dictation processes. 3. Accurate execution of initial dictations, demonstrating a clear understanding of the process. 4. Proficiency in dictating different text elements, including new lines, paragraphs, numbers, dates, addresses, and units, with minimal errors. 5. Application of proper dictation techniques to ensure clear and accurate transcription of dictated content.
15	**Module 7: Correcting Dragon's Errors in Dictated TextModule 8: The Default Interface**	**Error Correction and Interface Practice Session**	This practice session will focus on refining students' skills in error correction, as taught in Module 7, and familiarizing them with the default interface, as covered in Module 8. Students will work on a series of short dictated texts with intentional errors for correction. They will then navigate the software's interface to manage these errors, utilizing the provided tools and features. The session aims to strengthen their proficiency in identifying and rectifying errors, as well as enhancing their familiarity with the default interface functionalities.	1. Accuracy in identifying and rectifying errors within the dictated texts. 2. Proficient use of the software's interface tools for error correction and management. 3. Demonstration of improved understanding and practical application of error correction techniques. 4. Familiarity with the default interface tools, including spell check and playback functions. 5. Active participation and engagement during the practice session, showcasing an enhanced grasp of the core concepts covered in the respective modules.

PART 4: GRADING POLICY

Graded Course Activities

Points	Modules	Activity	Description	Evaluation Criteria
15	**Module 9: Voice Text EditingModule 10: Using Dragon with the Internet and Microsoft WordModule 11: Dictating and Editing in Microsoft Excel**	**Interactive Interface and Text Editing Workshop**	This workshop is designed to provide students with hands-on experience in navigating the default interface, as outlined in Module 8, and mastering text editing by voice, as presented in Module 9. Students will practice correcting spelling errors, utilizing playback for assistance, and effectively managing the correction process. They will then proceed to explore various text editing commands, such as selection commands, underlining, capitalization, copying, deleting, cutting, replacing, and inserting words. Additionally, they will learn to integrate Dragon with the Internet and Microsoft Word, practicing web searches, social media interaction, navigation within web pages, and voice notations in Word.	1. Competence in utilizing the default interface tools, including spell check, playback, and correction features. 2. Proficient execution of various text editing commands by voice, demonstrating precision and accuracy. 3. Effective integration of Dragon with the Internet and Microsoft Word, showcasing adeptness in performing web searches, social media interactions, and voice notations. 4. Comprehensive understanding and application of the tools and techniques presented in Modules 8, 9, and 10. 5. Active participation and engagement in the workshop activities, displaying a solid grasp of the core concepts covered.
25	Unit final exam			
FINAL POINTS: 100				

Late Work Policy

It is strongly encouraged to adhere to the established deadlines, as there will be no opportunities for makeup assignments or quizzes. Late submissions will only be considered under exceptional circumstances and with the instructor's approval.

Viewing Grades

The instructor will diligently maintain a record of grades and typically update them within one or two days following the completion of an activity.

LATE WORK POLICY

Letter Grade Assignment

Final course grades will be determined by the percentage of total points earned and will be assigned as follows:

Letter Grade	Percentage	Performance
A	93-100%	Excellent Work
A-	90-92%	Nearly Excellent Work
B+	87-89%	Very Good Work
B	83-86%	Good Work
B-	80-82%	Mostly Good Work
C+	77-79%	Above Average Work
C	73-76%	Average Work
C-	70-72%	Mostly Average Work
D+	67-69%	Below Average Work
D	60-66%	Poor Work
F	0-59%	Failing Work

PART 5: COURSE POLICIES

Students are expected to attend all class sessions as listed on the course calendar. Each student is allowed up to three unexcused absences.

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However, beyond these initial three absences, any further need for time off due to personal vacation, work-related commitments, or any health or personal circumstances will require prior approval. Such requests should be submitted via email to provide documentation and receive permission to accommodate these absences. It is important to note that if students accumulate more than three unexcused absences, they will be ineligible to take the final exam. This can directly impact their ability to earn a passing grade.

Participate

It is important to clarify that class participation will not be directly evaluated in this course. However, it is worth emphasizing that active participation during class sessions is essential. As the sessions progress, questions, debates, and opportunities to share ideas and perspectives will naturally arise, and all students are encouraged to actively engage in these interactions.

It is crucial to note that if, at any point, your scores on assessments do not meet the passing levels, active class participation may be taken into consideration to award additional points as an incentive to improve academic performance. While class participation is not directly assessed, it can positively impact your success in the course. Students are encouraged to commit to and actively participate in classes to make the most of this learning opportunity.

Build Rapport

In the event that students encounter challenges in keeping up with assignments or face any other course-related issues, it is essential to promptly inform the instructor. It is worth noting that nurturing positive relationships, both with peers and within the classroom environment, is of paramount importance.

Therefore, students are encouraged to take a proactive approach in communicating any difficulties that may arise during the course to their instructor. This early communication ensures that timely solutions can be sought to address any challenges and fosters a professional and effective learning experience.

Complete Assignments

All assignments for this course should be sent electronically through Gmail and Google Drive, unless the instructor specifies otherwise. It's important to submit assignments by the specified deadline. If a student needs more time, they should request special permission from the instructor before the due date. Keep in mind that extensions will only be granted in exceptional situations and will not extend beyond the following assignment.

Moreover, all discussion assignments need to be finished by the specified due date and time. Late or missing discussion assignments will affect the student's grade.

Understand When You May Drop This Course

In this course, it is understood that personal situations or circumstances outside of school may arise, requiring a student to stop attending classes for a period of time. To do this properly, a specific process has been established.

If a student finds themselves in a situation where they need to stop attending classes, they are asked to notify their instructor before making a decision. This prior communication is important so that the instructor can understand the situation and agree on how much time the student needs before returning to classes.

It is worth mentioning that, although a student may need a break from participating in the course, classes will continue progressing in the module and lesson in which they are or where they decided to stop participating. This ensures that the student can catch up effectively when they decide to return.

The goal is to support students during any period when they need to be absent and facilitate their return without difficulties. Students can reach out to their instructor to discuss their needs and agree on the necessary details for their return to the course.

Inform Your Instructor of Any Accommodations Needed

In our commitment to ensuring an inclusive educational environment, all students, regardless of their abilities or disabilities, have the option to request reasonable accommodations to fully participate in the course. We recognize the importance of providing equal access and opportunities to all students and strive to ensure that all accommodations are feasible within our means.

We encourage any students requiring specific adjustments due to different abilities or disabilities to reach out to the designated staff to coordinate and facilitate these accommodations. Our goal is to provide an inclusive and collaborative learning environment that fosters the success of all students. Any requests for reasonable accommodations will be treated confidentially and with the utmost respect for the individuality and dignity of each student.

We are committed to working closely with students to implement reasonable accommodations whenever possible and to ensure equitable access to education for all course participants.

Commit to Integrity

At "The Learning Source" (our vocational school), students are expected to maintain the highest standards of professionalism, active engagement, and integrity throughout their online learning experience.

Students are encouraged to approach their online courses with a strong commitment to professionalism, which encompasses punctuality, respect for peers and instructors, and adherence to the established codes of conduct for virtual classrooms. Upholding professionalism in online interactions is essential for creating a positive and respectful learning environment.

Active participation in online classes is paramount to success. Actively engaging in discussions, submitting assignments on time, and seeking assistance when needed are all integral components of the learning process. Active participation not only enhances individual learning but also contributes to the overall educational experience for fellow students.

Integrity is a core value upheld by "The Learning Source." Students are expected to demonstrate honesty and ethical behavior, both within the virtual classroom and in all aspects of their academic work.

At "The Learning Source," students are encouraged to embrace professionalism, active engagement, and integrity as fundamental principles of their online learning journey. Adhering to these principles ensures a positive and enriching online learning experience for all students.

ACADEMIC DISHONESTY POLICY

Definition of Academic Dishonesty: Academic dishonesty includes, but is not limited to, any form of cheating, plagiarism, fabrication of information, or other unethical behavior intended to gain an unfair academic advantage.

Prohibited Acts: Prohibited acts of academic dishonesty in the course may include, but are not limited to:

01 Plagiarism

Presenting someone else's work, ideas, or words as one's own without proper citation.

02 Cheating

Unauthorized use of external aids, such as notes, textbooks, or electronic devices, during assessments or examinations.

03 Fabrication

Inventing or falsifying data, sources, or information in assignments, reports, or any academic work.

04 Collusion

Unauthorized collaboration with other students in the completion of assignments unless expressly permitted by the instructor.

ACADEMIC DISHONESTY POLICY

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Prohibited Acts: Prohibited acts of academic dishonesty in the course may include, but are not limited to:

05 Multiple Submissions

Submitting the same assignment or work for more than one course without prior approval from the instructor.

CONSEQUENCES OF ACADEMIC DISHONESTY:

First Offense:
In the event of a first offense of academic dishonesty, students may receive a failing grade for the assignment or assessment in question, and the incident will be documented.

Subsequent Offenses:
Repeated incidents of academic dishonesty will be subject to more severe penalties, including the possibility of course failure and academic disciplinary action.

Reporting Academic Dishonesty:
Faculty members who suspect academic dishonesty must report the incident to the appropriate academic authority at "The Learning Source." This report should include evidence and documentation of the alleged violation.

PREVENTION AND EDUCATION

"The Learning Source" is committed to preventing academic dishonesty and promoting education about ethical behavior. To support these efforts, the school provides:

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Clear guidelines on academic integrity and expectations.
Resources and support for proper citation and research techniques.

**Opportunities
for students to develop
their understanding
of Academic Ethics.**

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

2024

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

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

CONCLUSION

This Academic Dishonesty Policy at "The Learning Source" is designed to uphold the principles of academic integrity and ensure that all students have an equal opportunity to learn and succeed in the "Dragon Naturally Speaking Course Development".

Students are expected to read, understand, and adhere to this policy throughout their academic journey.