

VOICE RECOGNITION BUS 188

Offered Online Only!

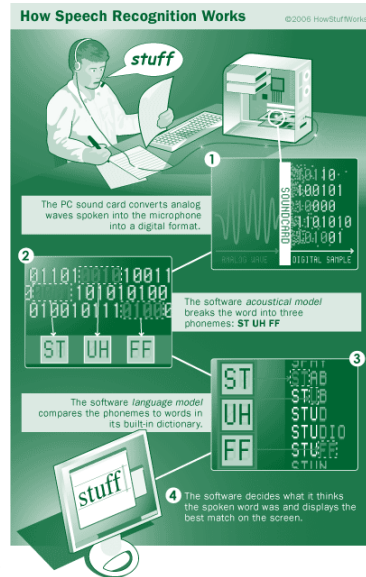


The ***Business Administration Department*** offers a unique approach to information input: Voice Recognition using the *Dragon NaturallySpeaking®* software package. Create and edit a variety of business documents utilizing this speech-to-text application.

BUS 188—VOICE RECOGNITION

Apply voice techniques to:

- ☐ Train and customize the software
- ☐ Create words, phrases, sentences, and paragraphs applying correct punctuation
- ☐ Add words and train names
- ☐ Format text
- ☐ Open and close software programs
- ☐ Create business memos, letters, and reports in Microsoft® Word
- ☐ Create basic spreadsheets in Microsoft Excel
- ☐ Manage applications, documents, the keyboard, and mouse



Palomar College
Business Administration Dept.
1140 West Mission Road
San Marcos, CA 92069
www.palomar.edu/business

To register for BUS 188, first complete an online application to Palomar College; navigate to the college homepage at www.palomar.edu. Click on the "Apply" and "Register" links and submit your "eApp." Then, follow the steps to register for the course.



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