

Course Title:	Total Eclipse - Scopists
Instructor's Name:	Linda Hagen
Units/Frequency:	3 Units, 30 Lecture Hours/13-week quarter/weekly
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Week	Subject	Instructional Material and Assessment
1	Course Overview, Software and Format Setup Review of reporter processes	Handouts/Lecture/ Assignment/Discussion Forum Question
2	Scopist Processes Outline Create Reporter User Setup	Handouts/Lecture/Assignments/ Discussion Forum Question
3	What you need from your client and how to get necessary files Transcript Examples	Handouts, Visualizers, Lecture and Assignments/Homework/Discussion Forum Question
4	General Editing, Auto Magic and Speakers	Handouts, Visualizers, Lecture and Assignments/Homework/Discussion Forum Question
5	Hyperkey Chart Assignment Audio Files	Handouts, Visualizers, Lecture and Assignments/Homework/Quiz/Discussion Forum Question
6	Dictionary Entry and Format Commands, Prefix & Suffixes, Conflicts, Special Entries Hyperkey/Editing Practice	Handouts/Lecture/Assignments//Homework/Quiz/Discussi on Forum Question
7	Hyperkey/Editing Practice Block Include Files – Part I	Handouts, Visualizers, Lecture and Assignments/Discussion Forum Question
8	Hyperkey/Editing Practice Block Include Files – Part I	Lecture and Assignments/Discussion Forum Question
9	Making comments to client Transcript Practice	Lecture and Assignments/Discussion Forum Question
10	Returning Files to client Transcript Practice	Lecture and Assignments/Discussion Forum Question
11	Final Project	Project/Discussion Forum Question
12	Remote Editing and Dropbox Corrections to Final Project	Project/Discussion Forum Question
13	Basic File Management	Project Corrections Handouts, Assignment/Discussion Forum Question

Subjects, Materials and Assignments on this course outline are subject to change at instructor's discretion.