

**DAS Course Outline  
Total Eclipse - Beginning**

<b>Course Title:</b>	<b>Total Eclipse - Beginning</b>
<b>Instructor's Name:</b>	<b>Linda Hagen</b>
<b>Units/Frequency:</b>	<b>3 Units, 30 Lecture Hours/10-week quarter/weekly</b>
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<b>Week</b>	<b>Subject</b>	<b>Instructional Material and Assessment</b>
<b>1</b>	Course Overview, Software and Format Setup Realtime/Append and Read In	Handouts/Lecture/ Assignment/Discussion Forum Question
<b>2</b>	Auto Magic, General Editing and Speakers	Handouts/Lecture/Assignments/ Discussion Forum Question
<b>3</b>	Hyperkey Chart Assignment	Handouts, Visualizers, Lecture and Assignments/Homework/Discussion Forum Question
<b>4</b>	Dictionary Entry and Format Commands, Prefix & Suffixes, Conflicts List, Special Entries	Handouts, Visualizers, Lecture and Assignments/Homework/Discussion Forum Question
<b>5</b>	Hyperkey/Editing Practice Dictionary Build	Handouts, Visualizers, Lecture and Assignments/Homework/Quiz/Discussion Forum Question
<b>6</b>	Transcript Examples Block Include Files – Part I	Handouts/Lecture/Assignments//Homework/Quiz/Discussi on Forum Question
<b>7</b>	Block Include Files – Part II	Handouts, Visualizers, Lecture and Assignments/Discussion Forum Question
<b>8</b>	Transcript Practice Automatic Number Conversion	Lecture and Assignments/Discussion Forum Question
<b>9</b>	Transcript Practice Automatic Number Conversion	Lecture and Assignments/Discussion Forum Question
<b>10</b>	Transcript Practice	Lecture and Assignments/Discussion Forum Question
<b>11</b>	Final Project Dictation	Project/Discussion Forum Question
<b>12</b>	Corrections to Final Project	Project/Discussion Forum Question
<b>13</b>	Basic File Management - Copy out dictionary Create ASCII of Final Project	Project Corrections Handouts, Assignment/Discussion Forum Question

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