

Course Outline – CART Total Eclipse - 10 Weeks

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Week	Subject	Instructional Material and Assessments
1	Knowing Your Consumer Americans With Disabilities Act Deaf Culture Parts of the Ear Assistive Listening Devices	Handout(s)/Lectures/Assessment(s)
2	Total Eclipse (TE) Editing Basics Windows Basics CART Speaker Dictionary	Handout(s)/Lectures/Assessment(s)
3	Creating New User TE Display Settings – Part I	Handout(s)/Lectures/Assessment(s)
4	Creating New User (Alternate Method) TE Display Settings (Colors) – Part II Tips on building your dictionary	Handout(s)/Lectures/Assessment(s)
5	TE User Settings/Format, TE Artificial Intelligence TE Dictionary Entries/Format Commands/Parentheticals (Special Characters/Greek Letters/ Finger Spelling)	Handout(s)/Lectures/Assessment(s)
6	TE Prefix & Suffixes, Conflicts Using TE Audio	Handout(s)/Lectures/Assessment(s)
7	TE Automatic Number Conversion Document Conversion	Handout(s)/Lectures/Assessment(s)
8	Macros and Writer Commands	Handout(s)/Lectures/Assessment(s)
9	CART Guidelines, Resources, Check List Remote CART and Text on Top CART in Depo or Court Setting	Handout(s)/Lectures/Assessment(s)
10	File Management & System Management CART Certification	Handout(s)/Lectures/Assessment(s)
	If you are a court reporting student, ask about getting a referral to a CART internship	