



# Atlantic Technical College

## Court Reporting 2 Program Syllabus 2017-2018



<b>Instructors:</b> Susan Dian Williams/Debbie Hill <b>Department Name:</b> Business Technology <b>Program:</b> Court Reporting 2 <b>Office/Classroom Locations:</b> Rooms 182 and 183 <b>Office Phone Numbers:</b> 754-321-5235 - Ms. Williams 754- 493-3049 - Ms. Hill <b>Email Addresses:</b> susan.williams@browardschools.com debbie.hill@browardschools.com	<b>Office Hours:</b> Ms. Williams: T-TH - 2:30 – 4:30 pm - campus Monday & Saturday - 2:30 - 4:30 pm - online Ms. Hill: M- F 2:30 – 3:30 pm - campus
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<b>Blended Student Hours:</b>	<b>Program Name: Court Reporting 2</b>		
<b>Monday – Friday:</b> 8 am – 2:30 pm  100% online also offered  Lunch: 12:15 – 12:45 pm	<b>OCPs</b>	<b>Course Names</b>	<b>Hours/ Days</b>
	A	Court Reporting Scopist 1	600 hours

**Technical College Policy/Adult Student Attendance:**  
 A student must be withdrawn after being absent for **six (6) consecutive days**.  
 Two (2) additional absences may be allowed under certain circumstance with appropriate documentation.

[http://www.atlantictechcollege.edu/wp-content/uploads/2016/08/BTC\\_Handbook\\_2016-17.pdf](http://www.atlantictechcollege.edu/wp-content/uploads/2016/08/BTC_Handbook_2016-17.pdf)

Please refer to the Student Handbook for postsecondary students.  
 A student who has had at least **five unexcused absences**, or absences for which the reasons are unknown, within a calendar month, **or 10 unexcused absences**, or absences for which the reasons are unknown, within a **90-calendar-day period**, may be exhibiting a pattern of non-attendance (F.S.1003.26 (1) (b)) and the School Board of Broward County, Policy 5.5.

<b>Required Book(s):</b> <ul style="list-style-type: none"> <li>• <b>Legal Terminology 6<sup>th</sup> Edition</b> (ISBN #: 9780132738767)</li> </ul>	<b>Required Materials/Supplies:</b> <ul style="list-style-type: none"> <li>• <b>Computer Headset</b></li> <li>• <b>Flash Drive 8 GB</b></li> </ul>
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*All required books & most materials/supplies can be purchased from the school bookstore. Stop by during operational hours for pricing & purchasing information.*

<b>Grading System:</b> A 90 - 100% B 80 - 89% C 70 - 79% D 60 - 69% F 0 - 59% I Incomplete	
<b>Online Course Grading Policy:</b> <ul style="list-style-type: none"> <li>100% online students will receive an attendance grade based on weekly assignment submissions and weekly online, live classes with Ms. Williams and Ms. Hill</li> </ul>	
<b>View Your Grades:</b> <b>Grades can be viewed online by following the directions below:</b> <ol style="list-style-type: none"> <li>Go to <a href="https://browardfocus.com">https://browardfocus.com</a> (access FOCUS using Chrome, Firefox or Safari)</li> <li><b>Username:</b> Student ID which is on your student schedule.</li> <li><b>Passcode:</b> Student's date of birth formatted as <b>YYYYMMDD</b>. <i>Four digits for the year, two digits for the month and two digits for the day.</i></li> </ol>	
<b>Classroom/ Lab Rules:</b> <ul style="list-style-type: none"> <li>Blended students are required to attend class Tuesday – Thursday from 8 am – 2:30 pm for face-to-face instruction</li> <li>100% online students are required to attend their weekly scheduled live, online classes with Ms. Berg and Ms. Williams</li> <li>All students (both blended and 100% online) are required to complete and submit their weekly assignments on time</li> </ul>	
<b>Industry Credentials:</b> <b>State of Florida Ready to Work</b>	<b>Outstanding Student Recognition Information:</b> A gold seal will be applied to a Program Completion Certificate or an Applied Technology Diploma if the student has earned a 3.5 GPA or higher in their Career and Technical Education (CTE) classes.

<b>Program Name: Court Reporting 2</b>	
<b>Course Number: OTA0047</b> <b>Course Name: Court Reporting Scopist 1</b> <b>Occupational Completion Point: A</b> <b>Intended Outcomes:</b> (From FL DOE Curriculum Framework) <ul style="list-style-type: none"> <li>Perform electronic steno writer shorthand skills</li> <li>Demonstrate knowledge of computer operating systems</li> <li>Demonstrate proficiency of a computer-aided transcription (CAT) system</li> <li>Demonstrate knowledge of legal principles and terminology</li> </ul>	