



Atlantic Technical College

Court Reporting Transcriptionist Program Syllabus 2017-2018



Instructors: Susan Dian Williams/Debbie Hill Department Name: Business Technology Program: Court Reporting Transcriptionist Office/Classroom Locations: Rooms 182 and 183 Phone Numbers: 754-321-5235 – Ms. Williams 754-493-3049 – Ms. Hill Email Addresses: susan.williams@browardschools.com debbie.hill@browardschools.com	Office Hours: 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
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Blended Student Hours: Monday – Friday: 8 am – 2:30 pm 100% online also offered Lunch: 12:15 – 12:45 pm	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3" style="text-align: center;">Program Name: Court Reporting Transcriptionist</td> </tr> <tr> <td style="width: 10%; padding: 5px;">OCPs</td> <td style="width: 60%; padding: 5px;">Course Names</td> <td style="width: 30%; padding: 5px;">Hours/ Days</td> </tr> <tr> <td style="text-align: center; vertical-align: top;">A</td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Court Reporting Fundamentals • Court Reporting Transcriptionist 1 • Court Reporting Transcriptionist 2 • Court Reporting Transcriptionist 3 </td> <td style="vertical-align: top;"> 150 hours 150 hours 300 hours 150 hours </td> </tr> </table>	Program Name: Court Reporting Transcriptionist			OCPs	Course Names	Hours/ Days	A	<ul style="list-style-type: none"> • Court Reporting Fundamentals • Court Reporting Transcriptionist 1 • Court Reporting Transcriptionist 2 • Court Reporting Transcriptionist 3 	150 hours 150 hours 300 hours 150 hours
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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 A student must be withdrawn after being absent for **six (6) consecutive days**.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

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.

Required Book(s): <ul style="list-style-type: none"> • English Made Easy (ISBN #: 9780072938029) 	Required Materials/Supplies: <ul style="list-style-type: none"> • Sten-Ed Real-time Theory Pack #2 (ISBN #: 9780938643010)
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	<ul style="list-style-type: none"> • Computer Headset • Flash Drive 8 GB
<p><i>All required books & most materials/supplies can be purchased from the school bookstore. Stop by during operational hours for pricing & purchasing information.</i></p>	
<p>Grading System:</p> <p>A 90 - 100%</p> <p>B 80 - 89%</p> <p>C 70 - 79%</p> <p>D 60 - 69%</p> <p>F 0 - 59%</p> <p>I Incomplete</p>	
<p>Online Course Grading Policy:</p> <ul style="list-style-type: none"> • 100% online students will receive an attendance grade based on weekly assignment submissions and weekly online, live classes with Ms. Williams/Ms. Hill. 	
<p>View Your Grades:</p> <p>Grades can be viewed online by following the directions below:</p> <ol style="list-style-type: none"> 1. Go to https://browardfocus.com (access FOCUS using Chrome, Firefox or Safari) 2. Username: Student ID which is on your student schedule. 3. Passcode: Student's date of birth formatted as YYYYMMDD. <i>Four digits for the year, two digits for the month and two digits for the day.</i> 	
<p>Classroom/ Lab Rules:</p> <ul style="list-style-type: none"> • Blended students are required to attend class Tuesday – Thursday from 8 am – 2:30 pm for face-to-face instruction • 100% online students are required to attend their weekly scheduled live, online classes with Ms. Williams and Ms. Hill • All students (both blended and 100% online) are required to complete and submit their weekly assignments on time 	

<p>Program Name: Court Reporting Transcriptionist</p>
<p>Course Number: OTA0039</p> <p>Course Name: Court Reporting Fundamentals</p> <p>Occupational Completion Point: A</p> <p>Intended Outcomes: (From FL DOE Curriculum Framework)</p> <ul style="list-style-type: none"> • Perform e-mail activities • Use computer networks, internet and online databases to facilitate collaborative or individual learning and communication • Demonstrate knowledge of legal principles and terminology • Demonstrate employability skills • Demonstrate mathematics knowledge and skills • Demonstrate language arts knowledge and skills • Demonstrate basic steno writer skills

Course Number: OTA0044

Course Name: Court Reporting Transcriptionist I

Occupational Completion Point: A

Intended Outcomes: (From FL DOE Curriculum Framework)

- Demonstrate comprehension and communication skills
- Perform electronic steno writer shorthand skills
- Demonstrate knowledge of computer/information systems

Course Number: OTA0045

Course Name: Court Reporting Transcriptionist 2

Occupational Completion Point: A

Intended Outcomes: (From FL DOE Curriculum Framework)

- Perform electronic steno writer shorthand skills
- Perform oral and written communication activities
- Demonstrate knowledge of computer/information systems

Course Number: OTA0046

Course Name: Court Reporting Transcriptionist 3

Occupational Completion Point: A

Intended Outcomes: (From FL DOE Curriculum Framework)

- Perform steno writer shorthand skills
- Perform oral and written communication activities
- Demonstrate knowledge of computer/information systems
- Participate in work-based learning activities