



# Atlantic Technical College

## Court Reporting Transcriptionist

### Traditional/Hybrid

### Program Syllabus

## 2017-2018



**Instructors:** Susan Dian Williams & Debbie Hill  
**Department Name:** Business and Information Technology  
**Office/Classroom Location:** Building 7, Room 182 & 183  
**Phone Numbers:** Ms. Williams: 754-321-5235 office  
 Ms. Hill: 754-321-5100  
**Email Addresses:** [susan.williams@browardschools.com](mailto:susan.williams@browardschools.com)  
[debbie.hill@browardschools.com](mailto:debbie.hill@browardschools.com)

**Instructor's Office Hours**  
**Ms. Williams**  
**Tuesday - Thursday:** 2:30 pm - 4 pm  
**Ms. Hill**  
**Monday - Friday:** 2:30 pm - 4 pm

**Student Hours**  
**Monday – Friday:** 8 am - 2:30 pm

Program Name: Court Reporting Transcriptionist		
OCPs	Course Names	Hours
A	OTA0039 Court Reporting Fundamentals	150
	OTA0044 Court Reporting Transcriptionist 1	150
	OTA0045 Court Reporting Transcriptionist 2	300
	OTA0046 Court Reporting Transcriptionist 3	150

**Course Description:**  
 This course is designed to instruct the student on how court reporters record verbatim (word-for-word) testimony and produce transcripts of the testimony. Instruction includes an introduction to verbatim writing skills to work with persons with hearing loss (CART – Communication Access Realtime Translation) and provide captioning for television. The program at ATC utilizes the latest technology in computer-aided transcription and real-time writing; i.e., the ability to have an instantaneous translation of the spoken word by projecting the words onto a television screen for the benefit of persons with hearing loss or onto computer monitors for the benefit of trial participants.

This program is a planned sequence of instruction consisting of three levels. Students completing Court Reporting Transcriptionist and Court Reporting 2 possess the entry-level skill-set of a scopist or transcriptionist. To become a Court Reporter, students must complete all three levels of the program. This program places strong emphasis on conflict-free theory, real-time writing, speed development, legal terminology, medical terminology, courtroom procedures, and English skills. When a student reaches the speed of 200 words a minute, he/she participates in an internship that enables the student to sit in on trials and depositions with a working reporter, thus gaining confidence and skill. A court reporting career, including broadcast captioners, offers an independent lifestyle, prestige, and flexibility, along with a substantial salary.

**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.
- Please refer to the Student Handbook for postsecondary students.  
<http://www.atlantictechnicalcollege.edu/atc-student-handbook/>

**Magnet High School/Attendance Policy:**  
 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 according to (F.S.1003.26 (1) (b)) and the School Board of Broward County, Policy 5.5.

<b>Required Book(s) and/or Online Access:</b> <ul style="list-style-type: none"> <li>• Sten-Ed Real-time Theory Pack #2 (ISBN #: 9780938643010)</li> <li>• English Made Easy (ISBN#:780072938029)</li> </ul>	<b>Required Materials/Supplies</b> <ul style="list-style-type: none"> <li>• Steno writer</li> <li>• Computer Headset</li> <li>• Steno software</li> <li>• Flash Drive</li> </ul>
<p style="text-align: center;"><i>All required books and most materials/supplies can be purchased from the ATC bookstore. Stop by during operational hours for pricing, booklist and other purchasing information.</i></p>	
<b>Grading System:</b> <ul style="list-style-type: none"> <li>A 90 - 100%</li> <li>B 80 - 89%</li> <li>C 70 - 79%</li> <li>D 60 - 69%</li> <li>F 0 - 59%</li> <li>I Incomplete</li> </ul>	<b>Additional Program Specific Grading Information:</b> <ul style="list-style-type: none"> <li>Daily/Classwork 25%</li> <li>Quizzes/Tests 25%</li> <li>Exams/Projects 50%</li> </ul>
<b>Online Course Grading Policy:</b> Students' grades and attendance are based on the following: <ul style="list-style-type: none"> <li>• Scheduled assignments are assigned due dates. Late submission of work will affect the assignment grade.</li> <li>• Students assume full responsibility for the content and integrity of submitted work. As the guiding principle of academic integrity, a student's submitted work, examinations, reports, projects, etc. must be his/her own.</li> <li>• Unless otherwise stated by the instructor, physical or digital references including books, charts, graphs, diagrams, photos, notes or calculators may not be utilized during assessments or exams. Blank scratch paper will be permitted during certain assessments.</li> <li>• Exams may include an oral or lab/skills component and final exams will be completed in-person during a lab session.</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>1. Go to <a href="https://browardfocus.com">https://browardfocus.com</a> (access FOCUS using Chrome, Firefox or Safari).</li> <li>2. Student ID which is on your student schedule.</li> <li>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></li> </ol>	
<b>Classroom/Lab Rules:</b> <ul style="list-style-type: none"> <li>• Read and follow DAILY AGENDA upon arrival.</li> <li>• Follow all rules in the student and discipline code books.</li> <li>• Cell phones silent or OFF and PUT AWAY.</li> <li>• Contact instructor by 8:00 am on the same day when absent (email preferred).</li> <li>• Come to class prepared to work and be respectful of ALL class members.</li> <li>• ALL assignments submitted to instructor must reflect the student's own individual work.</li> <li>• <b>NO FOOD OR BEVERAGES IN THE LAB.</b></li> </ul>	
<b>Industry Certification &amp; State Credential Exam Cost:</b> <ul style="list-style-type: none"> <li>• State of Florida Ready to Work</li> </ul> <p><i>You may qualify for certification reimbursement of your exam cost(s) upon passing. Credential fees are subject to change.</i></p>	<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.

**Program Name: Court Reporting Transcriptionist**

**Course Number: OTA0039**

**Course Name: Court Reporting Fundamentals (150 Hours)**

**Occupational Completion Point: A**

**Intended Outcomes:** ([From FL DOE Curriculum Framework](#))

Student will be able to:

- 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 1 (150 Hours)**

**Occupational Completion Point: A**

**Intended Outcomes:** ([From FL DOE Curriculum Framework](#))

Student will be able to:

- 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 (300 Hours)**

**Occupational Completion Point: A**

**Intended Outcomes:** ([From FL DOE Curriculum Framework](#))

Student will be able to:

- 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 (150 Hours)**

**Occupational Completion Point: A**

**Intended Outcomes:** ([From FL DOE Curriculum Framework](#))

Student will be able to:

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