



Atlantic Technical College

Court Reporting 3 Distance/Online Program Syllabus 2018-2019



Department Name: Business Management and Administration
Program Title: Court Reporting 3
Office/Classroom Location: Building 7, Rooms 182 & 183
Instructors:
 Susan Dian Williams, Room 182
Telephone: 754-321-5235 - campus/office
 954-654-2076 - office/distance/online
Email: susan.williams@browardschools.com

Instructor's Office Hours Distance/Online:
Ms. Williams:
Monday & Wednesday: 4:30 pm - 6 pm
Saturday: 2:30 pm - 4 pm
 (appointment preferred in advance)

Ms. Hill:
Monday - Friday: 2:30 pm - 4 pm - campus
 (appointment preferred in advance)

Debbie Hill, Room 183
Telephone: Ms. Hill: 754-321-5100 - office
Email: debbie.hill@browardschools.com

Instructor's responses to student's requests will be provided within 24 hours of regular schools operating hours: Monday - Friday - 8 am - 2:30 pm

Student Hours: Monday – Friday: 8 am - 2:30 pm Monday & Wednesday: 6 pm - 9 pm Saturday: 8 am - 2:30 pm	Program Name: Court Reporting 3		
	OCPs	Course Names	Hours
	A	OTA0048 Court Reporter 1	375
		OTA0049 Court Reporter 2	375
		OTA0051 Court Reporter 3	375
B	OTA0052 Court Reporter 4	375	

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 Real-time 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 four levels. Students completing Court Reporting 3 possess the entry-level skill-set of a court reporter. 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.atlanticttechnicalcollege.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.

<p>Required Book(s) and/or Online Access:</p> <ul style="list-style-type: none"> • Legal Terminology 6th Edition (ISBN #: 9780132738767) • Morson’s English Guide (ISBN#:9781435438897) • Medical Terminology 10th Edition (ISBN: 1-4354-3889-2) • Practice Questions/RPR-RMR (Author: Nancy Patterson; Publisher: NCRA; Copyright 1996) • Court Reporter’s and CART Services Handbook; E-Book (ISBN #: 0-13-507444-4) • Ultimate EV360 	<p>Required Materials/Supplies:</p> <ul style="list-style-type: none"> • Steno writer • Computer Headset • Steno software • Flash Drive
<p><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>	
<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>Additional Program Specific Grading Information:</p> <p>Daily/Classwork 25%</p> <p>Quizzes/Tests 25%</p> <p>Exams/Projects 50%</p>
<p>Course Grading Policy:</p> <p>Students’ grades and attendance are based on the following:</p> <ul style="list-style-type: none"> • Scheduled assignments are assigned due dates. Late submission of work will affect the assignment grade. • 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. • 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. • Exams may include an oral or lab/skills component and final exams will be completed in-person during a lab session. 	
<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 Broward Schools Single Sign-On (SSO) Website link: http://browardschools.com/sso and enter your credentials: <ul style="list-style-type: none"> • Username: 10-digit student ID number • Password: PMM/DD/YYYY (initial password will start with a P and will follow your birthday with slashes). You can then change your password after your initial login. 2. Click on the FOCUS app on your Launchpad. If this app is not on your Launchpad, then: <ul style="list-style-type: none"> • Click on the "Request Center" tab and *add* the FOCUS app to your Launchpad. 3. Access FOCUS through your SSO launchpad each time. 	
<p>Classroom/Lab Rules:</p> <ul style="list-style-type: none"> • Follow all rules in the student and discipline code books. • Cell phones silent or OFF and PUT AWAY. • Contact instructor by 8:00 am on the same day when absent (email preferred). • Come to class prepared to work and be respectful of ALL class members. • ALL assignments submitted to instructor must reflect the student’s own individual work. 	

Industry Certification & State Credential Exam Cost:

- State of Florida Ready to Work

You may qualify for certification reimbursement of your exam cost(s) upon passing. Credential fees are subject to change.

Outstanding Student Recognition Information:

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 3

Course Number: OTA0048

Course Name: Court Reporter 1 (375 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 medical terminology
- Demonstrate proficiency of a computer-aided transcription (CAT) system
- Participate in work-based learning activities

Course Number: OTA0049

Course Name: Court Reporter 2 (375 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 legal principles and terminology
- Demonstrate proficiency of a computer-aided transcription (CAT) system
- Participate in work-based learning activities

Course Number: OTA0051

Course Name: Court Reporter 3 (375 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 proficiency of a computer-aided transcription (CAT) system
- Demonstrate knowledge of court reporting procedures
- Demonstrate employability and entrepreneurship skills
- Demonstrate personal money-management concepts, procedures, and strategies
- Participate in work-based learning activities

Course Number: OTA0052

Course Name: Court Reporter 4 (375 Hours)

Occupational Completion Point: B

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

Student will be able to:

- Perform steno writer shorthand skills
- Perform oral and written communication activities
- Participate in work-based learning activities

- Demonstrate professional ethics and legal responsibilities
- Prepare for court reporter certification