Instructor Name: Susan D. Williams/Debbie Hill  
Department Name: Court Reporting Technology  
Office/Classroom Location: Bldg. 7, Room 182 & 183  
Phone Number: 754-321-5235  
Email Address: susan.williams@browardschools.com  
debbie.hill@browardschools.com

Instructor Office Hours:  
Ms. Williams: Monday & Wednesday: 4:30 pm – 6:00 pm  
Saturday: 2:30 pm – 4:00 pm, please schedule an appointment.  
Ms. Hill: Monday - Friday: 2:30 pm - 4 pm, please schedule an appointment.

Student Hours:  
Traditional: Monday – Friday, 8:00 am – 2:30 pm  
Distance: In Class, Tuesday – Thursday, 8:00 am – 2:30 pm & Online, Monday & Friday  
100% Distance: Online, Monday - Saturday  
Distance Individual Class Times Scheduled Between:  
Monday – Saturday, 8:00 am - 2:30 pm  
Monday & Wednesday, 6:00 pm – 9:00 pm

Program Name: Court Reporting 2  
OCPs | Course Names | Hours
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A | OTA0039 Court Reporting Scopist I | 600

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- A student must be withdrawn after being absent for six (6) consecutive days.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.atlantictecnhicalcollege.edu/atc-student-handbook/

Required Book(s) and/or Online Access:  
- Ultimate EV360

Required Materials/Supplies:  
- Steno writer

All required books and most materials/supplies can be purchased from the ATC bookstore.  
Stop by during operational hours for pricing and purchasing information.

Grading System:  
- A 90 - 100%  
- B 80 - 89%  
- C 70 - 79%  
- D 60 - 69%  
- F 0 - 59%  
- I Incomplete

Additional Program Specific Grading Information:  

View Your Grades:  
Grades can be viewed online by following the directions below:  
1. Go to Clever SSO Website link: https://sso.browardschools.com and login:  
   a. Username: 10-digit student ID number  
   b. Password: PMM/DD/YYYY (or your personally created password after initial login)  
2. Click on the FOCUS app on your Clever opening page.  
   (You may need to scroll-down the page to see the FOCUS app.)  
3. Enter your FOCUS username and password.  
   NOTE: If the Focus App. is not visible after logging into Clever, please navigate  
   to the Broward Focus website directly: https://broward.focusschoolsoftware.com/focus/.
### Classroom/Lab Rules:
Please see classroom/clinical/lab rules posted on Desire2Learn at [https://broward.desire2learn.com/](https://broward.desire2learn.com/)

### 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 estimated & 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 2

**Course Number:** OTA0047  
**Course Name:** Court Reporting Scopist I  
**Occupational Completion Point:** A  
**Intended Outcomes:** (From FL DOE Curriculum Framework)

Student will be able to:
- Perform stenographic skills  
- Demonstrate knowledge of computer operating systems  
- Demonstrate proficiency of a computer-aided transcription (CAT) system  
- Demonstrate knowledge of legal principles and terminology