



Atlantic Technical College
Court Reporting 2
Traditional/Distance/100% Distance
Program Syllabus
2019-2020



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
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- A student must be withdrawn after being absent for six (6) consecutive days.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.atlantictechnicalcollege.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/>

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
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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