



**Atlantic Technical College**  
**Court Reporting 3**  
**Traditional/Distance/100% Distance**  
**Program Syllabus**  
**2019-2020**



<b>Instructor Name:</b> Susan D. Williams/Debbie Hill <b>Department Name:</b> Court Reporting Technology <b>Office/Classroom Location:</b> Bldg. 7, Room 182 & 183 <b>Phone Number:</b> 754-321-5235 <b>Email Address:</b> <a href="mailto:susan.williams@browardschools.com">susan.williams@browardschools.com</a> <a href="mailto:debbie.hill@browardschools.com">debbie.hill@browardschools.com</a>	<b>Instructor Office Hours:</b> Ms. Williams: Monday & Wednesday: 4:30 pm - 6 pm Saturday: 2:30 pm - 4 pm, please schedule an appointment.  Ms. Hill: Monday - Friday: 2:30 pm - 4 pm, please schedule an appointment.
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<b>Student Hours:</b> <b>Traditional:</b> Monday – Friday, 8:00 am – 2:30 pm  <b>Distance:</b> In Class, Tuesday – Thursday, 8:00 am – 2:30 pm & Online, Monday & Friday  <b>100% Distance:</b> Online, Monday - Saturday  <b>Distance Individual Class Times Scheduled Between:</b> Monday – Saturday, 8:00 am - 2:30 pm Monday & Wednesday, 6:00 pm – 9:00 pm	<b>Program Name: Court Reporting 3</b>		
	<b>OCPs</b>	<b>Course Names</b>	<b>Hours</b>
	A	OTA0048 Court Reporter 1	375
		OTA0049 Court Reporter 2	375
B	OTA0051 Court Reporter 3	375	
		OTA0052 Court Reporter 4	375

<b>Technical College Policy/Adult Student Attendance:</b> <ul style="list-style-type: none"> <li>• A student must be withdrawn after being absent for six (6) consecutive days.</li> <li>• Two (2) additional absences may be allowed under certain circumstance with appropriate documentation.</li> <li>• Please refer to the Student Handbook for postsecondary students.  <a href="http://www.atlantictechnicalcollege.edu/atc-student-handbook/">http://www.atlantictechnicalcollege.edu/atc-student-handbook/</a> </li> </ul>
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<b>Required Book(s) and/or Online Access:</b> <ul style="list-style-type: none"> <li>• Legal Terminology</li> <li>• Morson’s English Guide</li> <li>• Medical Terminology</li> <li>• Ultimate EV360</li> </ul>	<b>Required Materials/Supplies:</b> <ul style="list-style-type: none"> <li>• Steno writer</li> </ul>
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*All required books and most materials/supplies can be purchased from the ATC bookstore.  
 Stop by during operational hours for pricing and purchasing information.*

<b>Grading System:</b> A 90 - 100% B 80 - 89% C 70 - 79% D 60 - 69% F 0 - 59% I Incomplete	<b>Additional Program Specific Grading Information:</b>
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**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 3**

**Course Number:** OTA0048  
**Course Name:** Court Reporter 1  
**Occupational Completion Point:** A  
**Intended Outcomes:** (From FL DOE Curriculum Framework)  
 Student will be able to:

- Perform electronic steno writer 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  
**Occupational Completion Point:** A  
**Intended Outcomes:** (From FL DOE Curriculum Framework)  
 Student will be able to:

- Perform electronic steno writer 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

**Occupational Completion Point:** A

**Intended Outcomes:** (From FL DOE Curriculum Framework)

Student will be able to:

- Perform electronic steno writer 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

**Occupational Completion Point:** B

**Intended Outcomes:** (From FL DOE Curriculum Framework)

Student will be able to:

- Perform electronic steno writer skills
- Participate in work-based learning activities
- Demonstrate professional ethics and legal responsibilities
- Prepare for court reporter certification