



**Atlantic Technical College**  
**Court Reporting Technology**  
**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](mailto:susan.williams@browardschools.com)  
[debbie.hill@browardschools.com](mailto:debbie.hill@browardschools.com)

**Instructor Office Hours:**  
 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.

**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  
  
**Online 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 Technology		
OCPs	Course Names	Hours
A	OTA0039 Court Reporting Fundamentals	150
	OTA0044 Court Reporting Technology I	150
	OTA0045 Court Reporting Technology II	300
	OTA0046 Court Reporting Technology III	150

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- A student must be withdrawn after being absent for six (6) consecutive days.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

**Required Book(s) and/or Online Access:**

- Sten-Ed Real-time Theory Pack
- English Made Easy

**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 Technology****Course Number:** OTA0039**Course Name:** Court Reporting Fundamentals**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 Technology I**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 Technology II**Occupational Completion Point:** A**Intended Outcomes:** (From FL DOE Curriculum Framework)

Student will be able to:

- Perform stenographic skills
- Perform oral and written communication activities
- Demonstrate knowledge of computer/information systems

**Course Number:** OTA0046**Course Name:** Court Reporting Technology III**Occupational Completion Point:** A**Intended Outcomes:** (From FL DOE Curriculum Framework)

Student will be able to:

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