Atlantic Technical College
Court Reporting 2
Program Syllabus
2024 -2025

Department Name: Business and Information Technology **Program:** Court Reporting **Instructor Name:** Susan D. Williams **Office/Classroom Location:** Bldg. 7, Room 181 **Phone Number:** 754-321-5235 **Email Address:** susan.williams@browardschools.com **Instructor Name:** Debbie Hill **Office/Classroom Location:** Bldg. 7, Room 183 **Phone Number:** 754-321- 5100 **Email Address:** debbie.hill@browardschools.com	**Instructor Office Hours:** Ms. Williams: Monday & Wednesday: 4:30 pm - 6 pm Saturday: 2:30 pm - 4 pm (**appointment preferred**) Ms. Hill: Monday - Friday: 2:30 pm - 4 pm (**appointment preferred**)

Student Hours:

Blended Distance:
Distance: Monday & Friday
On-Campus Lab: (Mandatory) Tuesday – Thursday:
8:00am - 2:30pm

100% Distance:
Distance: Monday - Saturday
Virtual Lab: (Mandatory) Online Individual Class Times
Scheduled Between: Monday – Saturday: 8:00am -
2:30pm **or** Monday & Wednesday: 6:00pm - 9:00pm

Program Name: Court Reporting 2

OCPs	Course Names	Hours
A	OTA0047 Court Reporting Scopist I	600

Course Description:
This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers such as court reporters, scopists, and transcriptionists in the Business Management and Administration career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Business Management and Administration career cluster.

The content includes but is not limited to using the steno-writer to record examination proceedings, testimony, judicial opinion, judge's charge to jury, judgment or sentence of the court, or other proceedings. Instruction includes specialized terminology and procedures used in the legal, medical, industry, insurance, and governmental fields as well as skills for recording multiple-voice testimony. The content prepares persons to use stenographic skills to record speakers in addition to the preparation of transcripts. Concepts of legal, medical, and related industries are included in the program so that students may function effectively**.**

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:	**Required Materials/Supplies:**
• Ultimate EV360	• 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 or visit:
https://www.atlantictechnicalcollege.edu/bookstore-price-list/.

Grading System:		**Additional Program Specific Grading Information:**	
A	90 - 100%	Class/Lab Participation:	40 %
B	80 - 89%	Attendance:	10 %
C	70 - 79%	Practical Exam:	15 %
D	60 - 69%	Written Final Exam:	15 %
F	0 - 59%	Online Assignments, Quizzes	20 %
I	Incomplete	& E-Portfolio	

Online Course Grading Policy:
- Students assume full responsibility to submit assignments on or before they are due. Late submissions will negatively affect grades and/or not be accepted. *(see pacing chart and/or assignment matrix on your instructor's website)*
- 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.

Computer Requirements for Online Students:
- Internet bandwidth speed of at least 5 Mbs
- 128 GB hard drive or larger
- Full QWERTY Keyboard and mouse
- 4 GB RAM or higher
- 2 GHz Intel Processor or faster
- 14-inch sized screen or larger with 720 x 1280 resolution or greater, (two monitors are recommended but not required)
- Windows 10 or MAC OS X* – latest version
- Chrome or Firefox web browser – latest version
- Anti-virus program (updated regularly)
- Webcam & microphone is necessary

Note: Google Chromebooks and MAC OX is NOT recommended for Business Programs.

View Your Grades:

Grades can be viewed online by following the directions below:

1. Go to Clever Single 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:
    Refer to classroom management handout.

Industry Certification & State Credential Exam Cost:	Outstanding Student Recognition Information:
• 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*	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.

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