

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

LEGAL TERMINOLOGY & TRANSCRIPTION
OST 2700

Class Hours: 3.0

Credit Hours: 3.0

Laboratory Hours: 0.0

Date Revised: Spring
02

NOTE: This course is not designed for transfer credit.

If you wish to take this course for AUDIT (not receive a grade), you can change to AUDIT status by completing a Drop/Add form by the published deadline date. You will receive the same instruction as students getting a grade, but your GPA will not be affected and the course will not count toward an academic degree.

Catalog Course Description:

Transcription of legal documents from voice dictation using computers and transcribers. The coordination of keyboarding, transcribing, and decision-making skills in the production of legal documents will be emphasized. Students will understand the purpose and function of each legal document and use accurate legal terminology.

Entry Level Standards:

Students must be able to read and write at the college level. A minimum keyboarding speed of 42 words per minute is strongly recommended as well as enrollment in OST 1105, Keyboarding II/Speed and Accuracy on the Computer.

Prerequisites:

LAW 1000 and OST 1005

Textbook(s) and Other Course Materials:

Legal Transcription by Linda Lyle and G. Howard Doty, Paradigm, 1997.
The Gregg Reference Manual, Ninth Edition by William A. Sabin, McGraw Hill Book Company, Gregg Division. (An older version of the manual will be acceptable.)
Two 3.5 1.44 MB high-density diskettes

I. Week/Unit/Topic Basis:

| Week | Topic |
|-------------|---|
| 1 | Introduction to transcription equipment and procedures. Grammar and punctuation reference materials |
| 2-3 | Section 1-Litigation |
| 4 | Test |
| 5-6 | Section 6-Appellate |
| 7 | Test |
| 8-9 | Section 3-Family Law |

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|-------|---|
| 10 | Test |
| 11-12 | Section 2-Probate |
| 13 | Test |
| 14-15 | Section 4-Legal Instruments Section 5-Bankruptcy |
| 16 | Final Exam |

II. Course Objectives*:

- A. Demonstrate proper utilization of transcription equipment I, III, VII
- B. Use proper techniques of transcription to produce accurate, mailable correspondence. II, IV, VII, X, XII
- C. Understand function of each legal document transcribed and use correct terminology when transcribing legal documents. IV, XII
- D. Format documents correctly, using required legal formatting styles, within timed situations. I, II, X
- E. Proofread accurately for grammatical and contextual errors. X

*Roman numerals after course objectives reference goals of the OST program.

III. Instructional Processes*:

Students will:

1. Memorize spelling and definition of terms used in preparing legal documents. *Information Literacy Outcome, Active Learning Strategy*
2. Listen to dictated instructions and transcribe legal documents, using transcription equipment and a word processing software. *Communication Outcome, Technological Literacy Outcome*
3. Research material to make decisions regarding clarification of dictator's instructions for formatting, punctuation, and terminology. *Problem Solving and Decision Making Outcome, Information Literacy Outcome*
4. Correctly format legal documents to meet law office and court standards. *Information Literacy Outcome*
5. Use reference materials to assist with punctuation, capitalization, and style of legal documents. *Information Literacy Outcome*
6. Discuss need for confidential attorney/client information and discuss various types of cases that legal secretary will be involved with handling information. *Cultural Diversity and Social Adaptation Outcome, Personal Development Outcome, Transitional Strategy*
7. Use time management principles and office organization skills to improve work flow and completion of tasks in efficient manner. *Personal Development Outcome*
8. Research classified ads and talk with legal secretaries to determine job opportunities in the area. *Communication Outcome, Personal Development Outcome, Transitional Strategy*

*Strategies and outcomes listed after instructional processes reference Pellissippi State's goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

IV. Expectations for Student Performance*:

Upon successful completion of this course, the student should be able to:

1. Identify and use properly the different parts of machine transcription equipment. A
2. Display the proper listening techniques for both transcription and dictation. B
3. Use correct legal terminology in context when transcribing dictated material. C
4. Operate machine transcription equipment properly by keying continually while listening in thought units. B
5. Understand and use the dictation techniques of order, voice, identification, visualization, and simple-talk language. B
6. Organize work properly for the dictation/transcription process by displaying the proper desk arrangement, machine setup, and time schedule. B, D
7. Identify and use proofreaders' marks. B, E
8. Refer to reference texts, if necessary to use correct punctuation marks and capitalization rules in both dictation and transcription. B, D
9. Apply knowledge of legal terminology to the transcription and proofreading of legal dictation from originator with various accents, dialects, and dictation styles. E

*Letters after performance expectations reference the course objectives listed above.

V. Evaluation:

A. Testing Procedures: 60% of grade

Approximately four-five tests will be given. Students will be tested on terminology and transcription. Because productivity in the business office is based on two criteria, quantity of work and quality of work, the student will be graded for both speed and accuracy of transcripts on the transcription tests.

B. Laboratory Expectations: 40% of grade

Homework will include machine transcription assignments, language arts worksheets, terminology reviews.

C. Field Work:

N/A

D. Other Evaluation Methods:

N/A

E. Grading Scale:

In order to be ready to enroll in the next course in sequence, it is recommended that the student earn a final grade of C (75%) or better.

| | |
|----|------------|
| A | 93-100 |
| B+ | 90-92 |
| B | 85-89 |
| C+ | 80-84 |
| C | 75-79 |
| D | 70-74 |
| F | 69 or less |

VI. Policies:

A. Attendance Policy:

Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. No distinction is made for excused or unexcused absences. In order to receive credit for the course, you should miss no more than

4 times for a class meeting once a week.

8 times for a class meeting twice a week.

4 times for a class meeting three times a week.

When the above number of absences is exceeded, the student's grade will automatically be an F for the course.

Regular attendance is required to receive veteran's benefit pay. Instructors are required to report non-attendance of veterans to the Veterans Affairs Office which reports non-attendance to the Veterans Administration Regional Office. Payments are adjusted or canceled if attendance is not regular.

B. Academic Dishonesty:

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular Pellissippi State procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination or to assign an F in the course.