

PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

**LEGAL TERMINOLOGY & TRANSCRIPTION
OST 2700**

Class Hours: 3.0

Credit Hours: 3.0

Laboratory Hours: 0.0

Revised: Spring 2010

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:

The student should be able to read and write at the college level.

Prerequisites:

LAW 1000 and OST 1005 or OST 1211

Textbook(s) and Other Course Materials:

- *Legal Transcription 2nd Ed.* by Linda Lyle and G. Howard Doty, Paradigm, 2010.
- *CD accompanying the textbook*
- Personal Jump Drive or disks
- *The Gregg Reference Manual, Ninth Edition* by William A. Sabin, McGraw Hill Book Company, Gregg Division. (An older or newer of the manual will be acceptable.)

I. Week/Unit/Topic Basis:

Week	Topic
1	Introduction to transcription equipment and procedures
2	Chapter 1—Litigation
3	Chapter 2 – Answers

- 4 Chapter 3 – Discovery/Judgments
- 5 Chapter 4 – Correspondence
- 6 Chapter 5/6 – Probate (wills etc)
- 7 Chapter 7 – Guardianships, conservatorships, name changes, FOLDERS DUE
- 8 Chapter 8 – Termination of Marriage
- 9 Chapter 9 – Adoptions and Paternity
- 10 Chapter 10 – Contracts
- 11 Chapter 11 – Corporations
- 12 Chapters 12-13 – Real Estate, Bankruptcy
- 13 Chapter 14-15 – Citations, Appellate Procedures
- 14 FOLDERS DUE, Final Exam Review
- 15 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:

- A. Memorize spelling and definition of terms used in preparing legal documents. *Communication Outcome*
- B. Listen to dictated instructions and transcribe legal documents, using transcription equipment and a word processing software. *Technological Literacy Outcome*
- C. Research material to make decisions regarding clarification of dictator's instructions for formatting, punctuation, and terminology. *Technological Literacy Outcome*
- D. Correctly format legal documents to meet law office and court standards. *Technological Literacy Outcome*

- E. Use reference materials to assist with punctuation, capitalization, and style of legal documents. *Technological Literacy Outcome*
- F. Discuss need for confidential attorney/client information and discuss various types of cases that legal secretary will be involved with handling information. *Social/Behavioral Sciences Outcome*
- G. Use time management principles and office organization skills to improve work flow and completion of tasks in efficient manner. *Technological Literacy Outcome*

*Strategies and outcomes listed after instructional processes reference TBR'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:

- A. Identify and use properly the different parts of machine transcription equipment. A
- B. Display the proper listening techniques for both transcription and dictation. B
- C. Use correct legal terminology in context when transcribing dictated material. C
- D. Operate machine transcription equipment properly by keying continually while listening in thought units. B
- E. Understand and use the dictation techniques of order, voice, identification, visualization, and simple-talk language. B
- F. Organize work properly for the dictation/transcription process by displaying the proper desk arrangement, machine setup, and time schedule. B, D
- G. Identify and use proofreaders' marks. B, E
- H. Refer to reference texts, if necessary to use correct punctuation marks and capitalization rules in both dictation and transcription. B, D
- I. 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:

20% - Tests: There will be two/three exams and a final. 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:

N/A

C. Field Work:

N/A

D. Other Evaluation Methods:

20% - Homework: Homework will include machine transcription assignments turned in weekly and terminology reviews.

60% - Folder Project: Students will turn in quality legal documents as assigned during the semester. The first folder is due at midterm and the final folder at the end of the semester.

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	Below 70

VI. Policies:

A. Attendance Policy:

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Learning, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Learning. (*Pellissippi State Online Catalog*)

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. (*Pellissippi State Online Catalog*)

C. Accommodations for disabilities:

Students who need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by going to Goins 134 or 126 or by phone: 694-6751(Voice/TTY) or 539-7153. More information is available at www.pstcc.edu/departments/swd/.

D. Other:

College-owned or –operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State’s computing resources in an effective, efficient, ethical and lawful manner. (*Pellissippi State Online Catalog*)