LEGAL TERMINOLOGY & TRANSCRIPTION
ADMN 2700

Class Hours: 3.0  Credit Hours: 3.0
Laboratory Hours: 0.0  Revised: Spring 2015

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 is 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 INFS 1010

Textbook(s) and Other Course Materials:
- Personal Jump Drive or disks

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>Introduction to transcription equipment and procedures</td>
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<tr>
<td>2</td>
<td>Chapter 1—Litigation</td>
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<tr>
<td>3</td>
<td>Chapter 2 — Answers</td>
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<td>4</td>
<td>Chapter 3 – Discovery/Judgments</td>
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<td>5</td>
<td>Chapter 4 – Correspondence</td>
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<td>6</td>
<td>Chapter 5/6 – Probate (wills etc)</td>
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<tr>
<td>7</td>
<td>Chapter 7 – Guardianships, conservatorships, name changes, FOLDERS DUE</td>
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<tr>
<td>8</td>
<td><strong>Folder Project 1 Due</strong>; Chapter 8 – Termination of Marriage</td>
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<tr>
<td>9</td>
<td>Chapter 9 – Adoptions and Paternity</td>
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</tbody>
</table>
II. Course Goals*:

The course will:

A. Guide the students to understand the proper use of transcription equipment and software. (I, IV)

B. Enhance knowledge of proper techniques of transcription to produce accurate, mailable correspondence. (II, V)

C. Improve ability to understand the function of each legal document transcribed. (II)

D. Develop effective use of correct terminology when transcribing legal documents. (II, V, VI)

E. Expand understanding of formatting documents correctly using required legal formatting styles, within timed situations. (I, II, III, V, VI)

F. Enhance effective use of proofreading for grammatical and contextual errors. (V)

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

III. Expected Student Learning Outcomes*:

The student will be able to:

A. Identify and use properly the transcription equipment and software. (A)

B. Apply knowledge of legal terminology to the transcription and proofreading of legal dictation from originator with various accents, dialects, and dictation styles. (B)

C. Memorize and recall correct legal terminology in context when transcribing dictated material. (D)

D. Operate machine transcription equipment properly by keying continually while listening in thought units. (A)

E. Recognize 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. (A)

G. Identify and use proofreaders' marks. (F)

H. Refer to reference texts, if necessary, to use correct punctuation marks and capitalization rules
in both dictation and transcription. (B, C, D, E, F)

* Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

**IV. Evaluation:**

A. Testing Procedures: 20%

There will be four terminology tests and a final administered. 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: 80%

- 30% - Homework and Quizzes: Homework and quizzes will include machine transcription assignments and online quizzes turned in weekly, terminology reviews, and quizzes.

- 50% - 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:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>92 – 100</td>
<td>A</td>
</tr>
<tr>
<td>89 – 91</td>
<td>B+</td>
</tr>
<tr>
<td>82 – 88</td>
<td>B</td>
</tr>
<tr>
<td>79 – 81</td>
<td>C+</td>
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<tr>
<td>72 – 78</td>
<td>C</td>
</tr>
<tr>
<td>65 – 71</td>
<td>D</td>
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<tr>
<td>0-64</td>
<td>F</td>
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**V. 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 Academic Affairs, 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 Academic Affairs.

B. Academic Dishonesty:
Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one’s own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
- Any of the above occurring within the Web or distance learning environment.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

C. Accommodations for disabilities:

Students that 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 Disability Services (DS) in order to receive accommodations in this course. Disability Services may be contacted by sending email to disabilityservices@pstcc.edu, or by visiting Alexander 130. More information is available at http://www.pstcc.edu/sswd/.

D. Other Policies:

Computer Usage Guidelines:
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.