

Pellissippi State Community College
Master Syllabus

**LEGAL TERMINOLOGY & TRANSCRIPTION
ADMN 2306**

Class Hours: 3.0

Credit Hours: 3.0

Laboratory Hours: 0.0

Revised: Fall 2017

Catalog Course Description

This course provides knowledge of the definition and use of common terms in the legal profession. Pronunciation, spelling and keyboard practice for each term are emphasized. Transcription from prerecorded dictation allows for extensive practice designed to provide competence for success in a legal environment. Emphasis is placed on formatting, editing and transcribing legal documents.

Prerequisites

INFS 1010 and LEGL 1300

Textbooks and Other Supplies

1. *Legal Transcription, 3rd Edition*, by Linda Lyle and G. Howard Doty, EMC Paradigm, 2010 (*CD accompanies the textbook*). ISBN: 978-0-76384-206-2
2. Portable storage device.

Week/Unit/Topic Basis

WEEK	TOPIC
1	Introduction to transcription equipment and procedures
2	Chapter 1—Litigation
3	Chapter 2 – Answers
4	Terminology Test 1; Chapter 3 – Discovery/Judgments
5	Chapter 4 – Correspondence
6	Chapter 5/6 – Probate (wills, etc.)
7	Chapter 7 – Guardianships, conservatorships, name changes,
8	Terminology Test 2; Folder Project 1 Due; Chapter 8 – Termination of Marriage
9	Chapter 9 – Adoptions and Paternity
10	Chapter 10 – Contracts
11	Chapter 11 – Corporations
12	Terminology Test 3; Chapters 12-13 – Real Estate, Bankruptcy
13	Chapter 14-15 – Citations, Appellate Procedures
14	Final Exam Review
15	Terminology Test 4; Folder Project 2 Due; Final Exam

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)

Expected Student Learning Outcomes

Students will be able to

- 1. Spell, pronounce, and define legal terms used in most law environments. (D)
- 2. Transcribe legal documents from prerecorded dictation. (B, D, F)
- 3. Format legal documents for a variety of law specialties. (E, F)
- 4. Identify and use properly the transcription equipment and software. (A)
- 5. Apply knowledge of legal terminology to the transcription and proofreading of legal dictation from originator with various accents, dialects, and dictation styles.(B)
- 6. Memorize and recall correct legal terminology in context when transcribing dictated material. (D)
- 7. Operate machine transcription equipment properly by keying continually while listening in thought units. (A)
- 8. Recognize the dictation techniques of order, voice, identification, visualization, and simple-talk language. (B)
- 9. Organize work properly for the dictation/transcription process by displaying the proper desk arrangement, machine setup, and time schedule.(A)
- 10. Identify and use proofreaders' marks.(F)
- 11. Refer to reference texts, if necessary, to use correct punctuation marks and capitalization rules in both dictation and transcription.(B, C, D, E, F)

Evaluation

Testing Procedures:

Tests 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.

Laboratory Expectations:

NA

Field Work:

NA

Other Evaluation Methods:

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.

Grading Scale:

92 – 100	A
89 – 91	B+
82 – 88	B
79 – 81	C+
72 – 78	C
65 – 71	D
0 – 64	F

Policies

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.

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.

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 (<http://www.pstcc.edu/sswd/>) may be contacted via Disability Services email or by visiting Alexander 130.