

POFL 1359 LEGAL TRANSCRIPTION SYLLABUS LEGAL ADMINISTRATIVE ASSISTANT

Program: Office Administration

Prerequisites: Keying speed of 45 wpm
(5-minute timed writing test will be administered on your first class day)
POFT 1302 Business Communications I
POFT 2301 Document Formatting & Skillbuilding

Semester Credit Hours: 3

Length of Course: 16 weeks

Instructional Methodology: You will be able to complete this independent study course by following the detailed instructions in the student guide.

Course Rationale: This course will provide you with specialized knowledge which will enable you to meet the current and future demands of the business world.

Course Description: Skill development in legal document production using computers and dictation equipment. Skill refinement in specialized legal vocabularies, grammar and punctuation with emphasis on proofreading and formatting.

Course Goals:

- proficiently transcribe text from dictated recordings using transcribing equipment and MS Word 2003™.
- choose document formats and evaluate mailability standards for the transcribed text.
- improve skills in English usage, spelling, capitalization, proofreading, editing, business and professional vocabularies, and listening.

Textbook and Required Materials:

- Legal Transcription by Lyle & Doty, 1995 ISBN 1-56118-671-6
 - Textbook available at Eastview Campus Bookstore, 3401 Webberville Rd., Phone 927-1619. Reserve online at <http://austincc.bkstore.com>
 - Zip Disk

Recommended Materials:

- Legal Reference Manual
- Legal Dictionary
- Word Book
- 1-inch Binder

SCANS (Secretary’s [of Labor] Commission on Achieving Necessary Skills)

The following are skills that you will be expected to demonstrate in this course. These are skills that have been identified by industry as being necessary to success in the labor market. An example is given by each skill.

- Decision Making—select appropriate legal format and then evaluate the completed document for mailability standards.
- Visualization—picture dictated text in attractive legal document formats.
- Interpret and Communicate Information—hear and read textual and numerical information and then transform it into a legal document.
- Apply Technology to Task—understand the overall intent and proper procedures for the setup and operation of the equipment which includes the CPU, keyboard, printer, and transcribing machine.
- Manage Self—monitor progress toward course goals and motivate self through goals achievement.

Course Evaluation and Grading:

In order to receive a grade for the course, you will be required to:

- Complete the review and transcription exercises for 15 chapters.
- Transcribe in mailable copy the dictated recordings for 15 chapters.
- Take five transcription unit performance assessments.

Final grade will be computed as follows:

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| • Review exercises for 14 chapters (in text) | 5% |
| • Transcription exercises for 14 chapters (in text) | 5% |
| • Legal dictation for 14 chapters (dictation on cassette tapes) | 30% |
| • 5 Transcription Unit Performance Assessments (dictation on test cassette tapes) | <u>60%</u> |
| | 100% |

Final Grade

- A = 90 - 100% average
- B = 80 - 89% average
- C = 70 - 79% average
- D = 60 - 69% average
- F = 59% and below