

STATUS: A

COMMON COURSE NUMBER: OST 2621L

COURSE TITLE: Legal Office Transcription

CREDIT HOURS: 3

CONTACT HOURS BREAKDOWN:

Lecture/Discussion

Lab 48

Other

Contact Hours/Week 3

CATALOG COURSE DESCRIPTION:

Prerequisite:

Corequisite:

This course emphasizes skill development for the accurate transcription of legal documents from machine dictation. Students are required to perform higher-level thinking and decision-making, and to use technology as a resource to efficiently perform systematic procedural tasks to produce quality work in an efficient manner.

UNIT TITLES:

1. Basic Skill Development
2. Refinement of Skills
3. Legal Document Transcription

I. Course Overview:

Upon successful completion of this course, the students should be able to identify the different formats of legal documents and accurately transcribe audio recordings.

II. Units:

Unit 1. 1. Basic Skill Development

General Outcome:

- 1.0 The students should be able to practice the basic skills involved in the development of accurate and rapid transcription of recorded materials.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 1.1 Determine one's own remedial needs regarding:
 - 1.1.1 Correct word choice
 - 1.1.2 Capitalization
 - 1.1.3 Punctuation
 - 1.1.4 Hyphenation
 - 1.1.5 Grammar
 - 1.1.6 Spelling for transcription purposes
- 1.2 Determine which reference materials would be the most appropriate to use in finding the answers to a particular problem or question.
- 1.3 Transcribe memos, letters, and simple reports in various acceptable legal documentation styles.
- 1.4 Accurately proofread one's own transcripts.

Unit 2. 2. Refinement of Skills

General Outcome:

- 2.0 The students should be able to apply the integration of the multiple skills involved in utilizing transcription equipment at an acceptable rate.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 2.1 Apply typing, language, use of reference material, and proofreading skills to produce usable transcripts at a minimum rate of 20 words per minute.
- 2.2 Keep a log of productivity.
- 2.3 Make acceptable judgmental decisions regarding the need for (and placement of) special letter parts/notations and for duplicated copies, envelopes, enclosures, etc.

Unit 3. 3. Legal Document Transcription

General Outcome:

3.0 The students should be able to produce mailable legal documents.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

3.1 Integrate refined transcription skills with the vocabulary and knowledge of the legal profession to produce usable documents at an acceptable productivity rate based on the type and difficulty level of the material.

3.2 Apply transcription and legal skills to the production of a variety of reports, forms, or correspondence items appropriate to the legal field.