

Date Adopted: January 19--

Date Reviewed: Aug 2015

Date Revised: Aug 2015

OAD 202 LEGAL TRANSCRIPTION

I. OAD 202 LEGAL TRANSCRIPTION– 3 Semester Hours

II. Course Description

This course is designed to familiarize students with legal terms and provide transcription skill development in the production of legal correspondence, forms, and court documents through classroom instruction and outside lab. Emphasis is on transcribing legal documents from dictated recordings. Upon completion, students should be able to demonstrate the ability to transcribe accurately appropriately formatted legal documents.

III. Prerequisite

OAD 103 or/ OAD 125 or permission of instructor.

IV. Textbook

Textbooks: Legal Transcription W/CD's

Publishers: Paradigm

Author: Lyle, Doty

V. Course Objectives

1. The student will know the specific rules for preparing legal documents.
2. The student will know the meaning and how to use specialized legal punctuation.
3. The student will know legal terminology related to specific documents.
4. The student will have an understanding of Latin words and phrases.
5. The student will be able to format letters and memorandums.
6. The student will be able to format specialized court and non-court documents.
7. The student will be able to operate transcribing machine equipment.
8. The student will be able to design forms for specific needs.
9. The student will be able to prepare and use a table of contents.

VI. Course Outline of Topics

1. The student will be able to prepare various legal documents using specific rules for the preparation of each specialized type of document.
 - a. The student will know the meaning and how to use specialized legal punctuation.
2. Using the ASCII codes, the student will be able to insert Latin symbols and punctuation marks as needed.
 - a. The student will know legal terminology related to specific documents.
3. The student will explain legal terminology associated with the various types of legal documents prepared.
 - a. The student will have an understanding of Latin words and phrases.
4. The student will demonstrate an understanding of Latin words and phrases and apply them correctly within designated legal documents.
 - a. The student will be able to format letters and memorandums.
5. Using specific guidelines for the law office, the student will be able to correctly format letters and memorandums.
 - a. The student will be able to format specialized court and noncourt documents.
6. Using proper style and form, the student will be able to prepare court and noncourt documents.
 - a. The student will be able to operate transcribing machine equipment.

7. Given assignments for transcription, the student will be able to correctly operate a transcribing machine.
 - a. The student will be able to design forms for specific needs.
8. The student will demonstrate an understanding of the need for using forms in the law office and be able to design and prepare forms to meet specific needs.
 - a. The student will be able to prepare and use a table of contents.
9. Using designated software, the student will be able to use correct procedures for preparing a table of contents.

VII. Evaluation and Assessment

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

VIII. Attendance

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

IX. Statement on Discrimination/Harassment

The College and the Alabama State Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

X. Americans with Disabilities

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College. The ADA Accommodations Office is in FSC 305 (205-856-7731).