COURSE: AOT 123 | EFFECTIVE DATE: August 2011 | NEXT REVIEW DATE: August 2013

TITLE: Legal Transcription | CREDITS: 3 | CONTACTS: CLASS - LAB - TOTAL

PREREQUISITES: AOT 110 and AOT 144 with a grade of “C” or better.

DESCRIPTION: This course focuses on the development of speed and accuracy in transcribing legal documents from dictation.


MATERIALS (specifying those to be purchased by student): Students must purchase the following:
- Textbook
- USB 2.0 Flash Drive 128MB for saving files/assignments
- Headphones for listening to the transcription files on the CD

COLLATERAL READING: None

CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):
Academic Honesty:
During a test, as well as on any written assignment, paper, or project, anyone caught exchanging information or copying someone else’s work will be given a grade of “O” on that work and will face further disciplinary action. Please refer to the “Student Code Book” on "Academic Dishonesty".

Classroom Etiquette:
An integral part of an education is developing a sense of integrity and responsibility not only toward ourselves but also toward others. In the classroom, as on the job or in your home, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc., negatively reflect on you and your fellow students. Please be considerate.

Absences:
Students are expected to be in class on time and ready to start working. Students are to remain working until the end of the class
period. No student is to leave class early without the permission of the instructor.

Day students will meet class two days a week for one hour and fifteen minutes for fifteen weeks. Night students will meet class one night each week for two hours and forty-five minutes for fifteen weeks. Day students will be allowed to miss a maximum of six class meetings. Night students will be allowed to miss a maximum of three class meetings. Once a student misses over the maximum number of absences allowed, he/she will automatically be dropped from class rolls with a grade of “F”.

There are no excused absences except those verified by other instructors for field trips or school related activities. A student with a doctor’s excuse will be able to make up missed work, but the absence will still count toward the maximum number.

Tardies:
A student is tardy if he/she arrives for class after the instructor has checked the class roll. Three tardies will count as one absence for day students. Time missed for night students will be accumulated until an even hour has been missed. Students should strive to get to class on time each day.

Student ID:
It is mandatory that every student wear his or her student ID at all times. The instructor will dismiss students without ID from class. The student may get his/her ID and return to class before the midpoint of the class. If the student cannot get his/her ID and return to class by the midpoint, the instructor will record the absence.

Disabilities Statement:
Students with disabilities are encouraged to contact the Dean of Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Dean of Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See College Catalog)

**RESOURCES (A-V, persons, tools/equipment):**
Dictionary
Secretarial Reference Manuals
Typing Textbook for Reference
All of the above items must remain in the classroom.

**COURSE TOPICAL OUTLINE:** (List topics and sub-topics of course) and **Calendar** or approximate length of time devoted to topic.

Introduction: Working in the Legal Office

Unit I. Litigation
Chapter 1 - Initiating a Lawsuit
Chapter 2 - Answering a Lawsuit
Chapter 3 - Discovery/Judgement
Chapter 4 - Preparing Correspondence

Unit II. Probate Practice
Chapter 5 - Wills
Chapter 6 - Probate Procedure
Chapter 7 - Guardianships, Conservatorships, and Name Changes

Unit III. Family Law
Chapter 8 - Termination of Marriage
Chapter 9 - Adoptions and Paternity

Unit IV. Legal Instruments
Chapter 10 - Contracts
Chapter 11 - Corporations
Chapter 12 - Real Estate

Unit V. Bankruptcy
Chapter 13 - Bankruptcy

Unit VI. Appellate Practice
Chapter 14 - Typing Citations
Chapter 15 - Preparing and Appellate Brief

In-Basket Project

Appendix A. Transcription Rules
Appendix B. Court Captions
Appendix C. State Abbreviations

On the back or as attachments, please include other helpful information, such as syllabus, handouts, evaluation instruments (tests, demonstration, check sheets), bibliography for Instructional Division files.
OBJECTIVES OF COURSE:
Upon successful completion of this course, the student should be able to:

1. Operate a computer efficiently with intermittent listening and continuous keying.

2. Use, understand, and correctly spell the legal terms as they are transcribed.

3. Punctuate and express numbers properly in legal documents.


5. Format legal documents in an acceptable format as guided by the instructor.

6. Follow proper procedures for producing, preparing, assembling, and distributing legal documents for each area of law studied.

7. Produce mailable copy from the transcriber in as short a time as possible.

8. Proofread legal documents for content, spelling, punctuation, and form.

9. Revise documents from previously transcribed material according to the instructions.

Students should strive to produce mailable documents.

Mailable documents:

- Have no spelling errors
- Have no punctuation errors
- Have no grammatical errors
- Contain accurate and complete information
- Follow the originator’s directions
- Have no incorrect word usage
- Have no typographical errors
- Have no word division errors
- Are correctly formatted and include all essential parts of the document (Example: date, inside address, enclosure notations,
INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:
Students should read the information for each chapter of their textbook before beginning to do the transcription projects for that particular chapter. All projects should be transcribed at a computer, proofread, and submitted to the instructor for grading. Students will also have Performance Assessments and In-Basket exercises to transcribe for grading.

NOTE: Students will format all documents on the computer using Microsoft Word 2007 software. This will enable students to get more practice using their word processing skills.

Machine Transcription is an increasingly popular method of reducing the spoken word into its written form in the modern business office. Employers find that dictating is much less time consuming than writing their ideas in longhand. The advantage of the dictating machine over dictating to a secretary is one of accuracy and efficiency, for the machine is ever-present for both use and double-checking the information being typed.

Students should make an extra effort to plan, proofread, and correct copy before submitting it to the instructor. Once you check it, check it one more time.

EVALUATIVE METHODS TO APPRAISE OBJECTIVES:
All documents will be graded using the attached grading scale. Chapter applications will count as 50% of the final grade for the semester; Performance assessments will count as 30% of the final grade for the semester; and In-Basket exercises will count as 20% of the final grade for the semester.

Lesson Format:
Students should read the information for each chapter of their textbook before beginning to do the transcription projects for that particular chapter. All projects should be transcribed at a computer, proofread, and submitted to the instructor for grading. Students will also have Performance Assessments and In-Basket exercises to transcribe for grading. In order for the instructor to keep you aware of your progress, you should not hold your work.
Grading Criteria:

All transcripts will be graded. The student will receive a numeric grade on each document, with the grades on each individual document averaged to determine the chapter grade, performance assessment grade and/or In-Basket grade.

Note: As you transcribe the documents for each chapter, you should strive for mailable documents. This means that your documents should not contain any errors.

Two points will be deducted for each error made on all documents.

FINAL GRADE FOR THE SEMESTER WILL BE COMPUTED AS FOLLOWS:

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Projects</td>
<td>50%</td>
<td>93 - 100 = A</td>
</tr>
<tr>
<td>Performance Assessments</td>
<td>30%</td>
<td>85 - 92 = B</td>
</tr>
<tr>
<td>In-Basket Exercises</td>
<td>20%</td>
<td>77 - 84 = C</td>
</tr>
<tr>
<td></td>
<td></td>
<td>70 - 76 = D</td>
</tr>
<tr>
<td></td>
<td></td>
<td>69 or below = F</td>
</tr>
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</table>

Technology Requirements:

Students will be allowed to do assignments at home or at one of the NETC community campus sites. All assignments must be completed using Microsoft Word 2007 software. All assignments must be turned at the beginning of class the following week. No assignment will be accepted past the beginning of class.

Example: Week 1 assignments due beginning of class of Week 2; Week 2 assignments due beginning of class of Week 3, etc. There will be no exceptions. Students are aware of their course requirements from the first day of class and are responsible for turning their assignments in on time.

AOT 123 Course Assignments

Students will do only the documents listed for grading.

WEEK 1

Outline & Handouts
Introduction: Working in the Legal Office

WEEK 10

Chapter 10
Projects 10-1 - 10-6
WEEK 2

Chapter 1
Projects 1-1 - 1-3
Chapter 2
Projects 2-1 - 2-4

WEEK 3

Chapter 3
Projects 3-1 - 3-7

WEEK 4

Chapter 4
Projects 4-1 - 4-8
Unit I Performance
Assessments 1-A, 1-B, 1-C

WEEK 5

Chapter 5
Projects 5-1a - 5-5

WEEK 6

Chapter 6
Projects 6-1 - 6-6

WEEK 7

Chapter 7
Projects 7-1 - 7-6
Unit II Performance
Assessments II-A, II-B, II-C

WEEK 8

Chapter 8
Projects 8-1 - 8-5

WEEK 9

Chapter 9
Projects 9-1 - 9-8

WEEK 11

Chapter 11
Projects 11-1 - 11-7
Chapter 12
Projects 12-1 - 12-5

WEEK 12

Unit IV Performance
Assessments IV-A, IV-B, IV-C
Chapter 13
Projects 13-1 - 13-9

WEEK 13

Unit V Performance
Assessments V-A, V-B, V-C
Chapter 14
Projects 14-1

WEEK 14

Chapter 15
Projects 15-1 - 15-3
Unit VI Performance
Assessments VI-A, VI-B, VI-C

WEEK 15

In-Basket Exercises 1 - 5
Unit III Performance
Assessments III-A, III-B, III-C