

LABETTE COMMUNITY COLLEGE BRIEF SYLLABUS

SPECIAL NOTE:

This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.

TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):

Please check with the LCC bookstore <http://www.labette.edu/bookstore> for the required texts for this class.

<u>COURSE NUMBER:</u>	O TEC 132
<u>COURSE TITLE:</u>	LEGAL TRANSCRIPTION
<u>SEMESTER CREDIT HOURS:</u>	2
<u>DEPARTMENT:</u>	Business Administrative Technology
<u>DIVISION:</u>	Career Technical Education
<u>PREREQUISITE:</u>	O TEC 127 Transcription Skills and O TEC 102 College Keyboarding

COURSE DESCRIPTION:

Introduces students to the various legal documents utilized by law firms which are filed with the municipal court, a state or federal district court, or with a state or federal appellate court. Will legal documents to be utilized by individuals, corporations, and government.

COURSE OUTCOMES AND COMPETENCIES:

Students who successfully complete this course will be able to:

1. Transcribe and format legal correspondence and documents.

- Identify and operate transcription equipment.
- Select the correct format for a dictated legal document.
- Transcribe legal documents for the major legal areas.
- Identify obvious legal inconsistencies.
- Produce final, neat, error-free transcripts

2. Proofread and edit legal documents.

- Use reference materials to create mailable documents.
- Use proofreading and editing skills
- Use proper grammar and punctuation
- Utilize spell-check and grammar tools of a word processing software package

3. Perform workplace competencies:

IV. WRITING

- Check, edit, and revise for correct information, appropriate emphasis, grammar, spelling, and punctuation.

X. TIME MANAGMENT

- Develop strategies to overcome procrastination and meet deadlines.
- Estimate the time required to perform activities needed to accomplish a specific task.