JEFFERSON COLLEGE

COURSE SYLLABUS

BIT221

LEGAL TRANSCRIPTION

3 Credit Hours

Prepared by:
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Career & Technical Education
Dr. John R. Keck, Dean
Brenda Russell, Associate Dean
BIT221 LEGAL TRANSCRIPTION

I. CATALOG DESCRIPTION

A. Prerequisite: BIT121 Legal Terminology, BIT105 Business Language Skills, and CIS125 Computer Concepts and Applications

B. 3 semester hours credit

C. Legal Transcription is an intensive study of legal terms and document formatting for the production of legal communications and documents. The student will be given real-life, hands-on opportunity to participate in the document preparation activities of a law office through the use of computer-aided transcription software and voice technology. (F,S)

II. EXPECTED LEARNING OUTCOMES/ASSESSMENT MEASURE

<table>
<thead>
<tr>
<th>Students will operate the computer-aided transcription software and voice technology software.</th>
<th>Students will compile the documents that they transcribed using the computer-aided transcription software and voice technology software in a manual for reference on the job.</th>
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</thead>
<tbody>
<tr>
<td>Students will operate a transcribing machine efficiently.</td>
<td>Student will take an in-class exam pertaining to the transcribing machine.</td>
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<tr>
<td>Students will apply rules of grammar, punctuation, and spelling to transcription work.</td>
<td>Students will take in-class homework that will demonstrate their ability to use grammar, punctuation and spelling in their transcription work.</td>
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<tr>
<td>Students will apply knowledge of legal terminology to their transcription work.</td>
<td>Students will take in-class quizzes.</td>
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<tr>
<td>Students will use reference materials and Internet websites to effectively proofread and edit legal documents.</td>
<td>Students will do in-class homework using reference materials and websites to proofread and edit legal documents.</td>
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COURSE OUTLINE WITH UNIT OBJECTIVES

A. Learn specialized techniques of word processing, computer-aided transcription and voice technology as needed for the efficient production of legal communications and documents.
   1. Tabs as needed for court captions and signature blocks
   2. Blocking, copying, and moving among documents
   3. Retrieving repetitious material into appropriate documents
   4. Writing and executing macros appropriate for legal documents
   5. Setting up and executing screen for efficient production of legal document
B. Operate and utilize a transcribing machine
   1. Adjust dictation speed, scan tape, and use foot pedal for play, reverse, and fast forward
   2. Produce mailable copy directly from a dictation tape
   3. Format legal correspondence and legal documents directly from a dictation tape

C. Learn proper formatting of legal documents
   1. Estate planning
   2. Complaint and summons
   3. Real estate documents
   4. Discovery documents
   5. Criminal defense documents
   6. Trial documents
   7. Corporate documents
   8. Appellate procedures
   9. Divorce issues
   10. Power of attorney and affidavits

D. Apply rules of grammar, punctuation, and spelling for accurate transcription of legal communications and documents from tape input
   1. Produce legal correspondence from tape input with first-time mailable quality
   2. Produce legal documents from tape input with first-time mailable quality

III. METHOD OF INSTRUCTION

   A. Class Discussion
   B. Demonstration of Equipment
   C. Lectures of Procedures
   D. Transcription of Legal Documents

IV. REQUIRED TEXTBOOK(S) WITH PUBLICATION INFORMATION


V. REQUIRED MATERIALS (STUDENT)

   Three-ring binder, flash drive, pen, paper, and pencil

VI. SUPPLEMENTAL REFERENCES

   Internet websites
VII. METHOD OF EVALUATION (basis for determining grade)

A. Homework 20%

B. Projects 60%

C. Final exam 20%

VIII. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-797-3169).

IX. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College website, http://www.jeffco.edu).

X. ATTENDANCE STATEMENT

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses 15 percent or more of the coursework; and/or (4) Student misses 15 percent or more of the course as defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

XI. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.