



CLASS NUMBER AND NAME	<b>LG420A/B/C LEGAL TRANSCRIPTION I, II &amp; III</b>
TOTAL CLOCK HOURS/UNITS:	25 HOURS each section/75 HOURS total/3.0 UNITS
PREREQUISITES:	Concurrent enrollment in LG231A and B-Introduction to Civil Litigation I and II.
TEXT AND MATERIAL:	<u>Word Processing for the Legal Secretary</u> Morton, Joyce; Western Tape, 1990 Ear Phones Transcription Project Disc
CLASS DESCRIPTION:	A machine transcription class providing students with proper formatting and organization of legal documents and correspondence. Emphasis will be in the areas of civil litigation and real property.
CLASS OBJECTIVES:	The students will utilize correct legal formatting techniques as required on court documents in the various legal subject matters including: civil litigation, real property, family law, probate, adoptions, and corporations. Students will also produce correspondence utilizing letter-writing skills and proofreading skills.
CLASS FORMAT OVERVIEW:	Students will work independently on their assigned transcription projects. There are twelve (12) sets of projects transcribed and each set of projects will be due on dates assigned by the instructor. Students will be required to calendar the deadlines for the projects. Students are required to format and proofread all documents for correct legal form prior to the scheduled due dates. <b>ALL DUE DATES WILL BE POSTED ON A CLASS CALENDAR.</b>
METHODS OF INSTRUCTION:	This is a machine transcription lab class. It is expected that the student will be present in class every day to complete the transcription projects on time. Students are required to read the assigned sections in the text as they correspond to the legal subject matter to be transcribed within the given deadline period in order to familiarize themselves with the legal terms and correct legal formatting for the documents to be transcribed.

CLASS ATTENDANCE:

**If a student is absent 5 classes, or tardy\* 5 classes, or a combination of being absent and tardy 5 classes, then the student's grade will be dropped an entire letter grade.**

**If a student is absent 6 classes or more, or tardy 6 classes or more, or a combination of being absent and tardy 6 classes or more, then the student will be dropped from the class with an F.**

**\*Tardy = being late to class 10 or more minutes.**

TESTING

There are no tests in Legal Transcription.

GRADING POLICIES:

Students must complete all projects as assigned. **For each day a set of projects is turned in late, the student's grade will be reduced by an entire letter grade.**

ANTICIPATED LEARNING  
OUTCOMES:

Upon completing this course, the student will be able to:

1. Correctly transcribe dictation which pertains to civil litigation, real property, family law, probate, adoptions, and corporations.
2. Use correct legal form when transcribing court pleadings including: complaints, interrogatories, petitions, and orders.
3. Work independently in producing various legal documents and correspondence by scheduled due dates.
4. Understand the spelling and usage on legal terms within court documents.
5. Utilize proofreading skills.