

EASTERN ARIZONA COLLEGE
Legal Transcription

Course Design
2016-2017

Course Information

Division Business
Course Number AIS 226
Title Legal Transcription
Credits 3
Developed by Derek Rich / Revised by Dana Barnett
Lecture/Lab Ratio 2 Lecture/3 Lab
Transfer Status

ASU	NAU	UA
Non Transferable	Elective Credit	Non Transferable

Activity Course No
CIP Code 52.0400
Assessment Mode Pre/Post Test (30 Questions/30 Points)
Semester Taught Fall
GE Category None
Separate Lab No
Awareness Course No
Intensive Writing Course No

Prerequisites

None

Educational Value

Students will gain a working knowledge of legal terminology and legal report formats used in transcription from taped legal dictation.

Description

This course is designed to give the student a working knowledge of legal terminology and legal report formats used in transcription from taped legal dictation. Recommend keyboarding skills of 40 wpm.

Supplies

Access to a personal computer

Competencies and Performance Standards

1. Operate a transcribing and dictating machine and/or personal computer.

Learning objectives

What you will learn as you master the competency:

- a. Operate standard dictating machine and/or personal computer.
- b. Practice listening to meaningful word group.
- c. Keyboard dictated words and phrases.
- d. Analyze what is being dictated.
- e. Punctuate text according to dictator's tone of voice.

Performance Standards

Competence will be demonstrated:

- o in the completion of selected transcription activities

Criteria - Performance will be satisfactory when:

- o learner practices listening to a phrase or meaningful word group, keyboards those words, and listens again before completing the first group of words
- o learner analyzes what is being dictated and listens to the dictator's tone of voice as a guide to aid in punctuation correctly

2. Produce and edit legal documents on a word processor.

Learning objectives

What you will learn as you master the competency:

- a. Produce transcribed copy.
- b. Edit documents for spelling, punctuation, grammar, and typographical errors.
- c. Transcribe professional legal documents.
- d. Transcribe at a minimum production rate.

Performance Standards

Competence will be demonstrated:

- o in the completion of transcription assignments
- o in the completion of transcription tests

Criteria - Performance will be satisfactory when:

- o learner produces transcribed copy that is setup attractively and is free of spelling, punctuation, grammar, or typographical errors
- o learner transcribes professional legal reports at a minimum production rate of 45 correct lines in 30 minutes

3. Evaluate legal transcriptions.

Learning objectives

What you will learn as you master the competency:

- a. Review transcribed documents.
- b. Improve documents.
- c. Produce accurate transcripts.

Performance Standards

Competence will be demonstrated:

- in the accurate proofreading of transcription assignments

Criteria - Performance will be satisfactory when:

- learner reviews documents for weak areas and makes improvements by studying rules and examples
- learner proofreads transcripts with 100% accuracy

4. Demonstrate knowledge of legal terminology.

Learning objectives

What you will learn as you master the competency:

- Use textbook terminology appendix.
- Apply word roots, suffixes, and prefixes.

Performance Standards

Competence will be demonstrated:

- in the completion of section tests

Criteria - Performance will be satisfactory when:

- learner uses information found in the appendix, roots, prefixes, and suffixes sections of legal reference texts and materials

5. Demonstrate familiarity with legal records and reports.

Learning objectives

What you will learn as you master the competency:

- Identify legal records and reports.
- Define legal documents.
- Produce transcribed reports and documents.

Performance Standards

Competence will be demonstrated:

- in completing chapter assignments

Criteria - Performance will be satisfactory when:

- learner identifies, defines, and produces a variety of transcribed legal records and reports
- learner builds greater speed, accuracy, and competence in transcribing legal records and reports

Types of Instruction

Individualized/Independent Study

Grading Information

Grading Rationale

Assignments	40%
Quizzes	40%
Production Exams	10%
Written Final	10% (Posttest)

Grading Scale

A	90-100
B	80-89
C	70-79
D	60-69
F	59 or Below