LOP 260 Legal Transcription Syllabus

Course Information

Credits	4
Campus	Washburn Institute of Technology
Address	5724 SW Huntoon
City/State/Zip	Topeka, Kansas 66604
Office Fax	785-273-7080

Description

Legal Transcription teaches students to transcribe from sound common legal pleadings, correspondence and recorded sessions to reinforce the correct pronunciation of legal terminology. Transcribed dictation is evaluated with written copy to increase rate typing speed in transcription and produce error free documents from sound.

Textbooks

Lyle, Doty, Legal Transcription; Paradigm; 2010; 2nd edition; ISBN: 978-0-763-83742-6.

Student Learning Outcomes:

A. Communicate effectively
B. Integrate technology
C. Learn effectively
D. Demonstrate cooperative teamwork skills
E. Apply safety in the workplace
F. Think critically and creatively
G. Demonstrate responsible work ethics

Competencies

1. Manipulate forward, backward, pause and speed controls on dictation machine.
2. Demonstrate proper posture and ergonomics when employing the dictation machine while typing.
3. Demonstrate safety procedures when using the dictation machine.
4. Recognize and correctly spell spoken words.
5. Format dictated material into appropriate documents using word processing software.
6. Recognize and correctly spell terminology related to courts and legal systems.
7. Recognize and correctly spell terminology related to pre-trial litigation.
8. Recognize and correctly spell terminology related to civil litigation.
9. Analyze spoken words to correctly format civil litigation pleadings in word processing software.

10. Recognize and correctly spell terminology used in criminal law actions.
11. Analyze spoken words into properly formatted criminal pleadings in word processing software.
12. Recognize and correctly spell terminology related to wills.
13. Recognize and correctly spell terminology related to estates.
14. Transcribe a properly formatted will from dictation.
15. Recognize and correctly spell terminology a related to real property.
16. Recognize and correctly spell terminology used in real property transactions.
17. Recognize and correctly spell terminology relating to domestic relations.
18. Adapt spoken words into domestic legal pleadings and correspondence used in domestic relations actions using word processing software.
19. Detect mistakes in terminology and grammar in dictation.
20. Recognize and correctly spell terminology used in bankruptcy actions.
21. Recognize and correctly spell terminology used in corporate law.
22. Format corporate documents in word processing software from dictation.
23. Improve speed of transcribing dictation into documents in word processing software.
24. Demonstrate ability to use grammar, punctuation and formatting correctly when transcribing documents and correspondence.
25. Demonstrate ability to produce a properly formatted lease from dictation.
26. Demonstrate ability to produce a properly formatted retainer agreement from dictation.

Guidelines for Success

Assessment Plan

Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution's technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.

Grading Scale

A	92%-100%
B	84%-91%
C	76%-83%
D	68%-75%
F	67% or below

The course is graded by 70% classroom work and test scores, and 30% daily participation.

Attendance

Attendance contributes significantly to academic success. Students who attend classes regularly tend to earn higher grades and have higher passing rates in courses. Excessive absences may jeopardize a student's grade or the ability to continue in the course. If the student is absent for any reason, the student is responsible for all missed work and for contacting the instructor promptly.

Disability
The Special Support Services (SSS) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Institute of Technology for persons with disabilities. Qualified students with disabilities MUST register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact the SSS Office as soon as a need may arise. Depending on the accommodation request, four to eight week lead time may be needed for timely and effective provision of services. SSS coordinates and assist in arranging services it deems appropriate of eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

Special Support Services Coordinator
Phone: 785-228-6356
E-Mail: ssscoordinator@washburn.edu