



**COWLEY COLLEGE  
& Area Vocational Technical School**

**COURSE PROCEDURE FOR**

**LEGAL TRANSCRIPTION  
OFT1668 3 Credit Hours**

**Student Level:**

This course is open to students on the college level in either the freshman or the sophomore year.

**Catalog Description:**

**OFT1668 - LEGAL TRANSCRIPTION (3 hrs)**

This course is designed to give the student a firm foundation in legal transcribing through the use of a variety of legal documents commonly encountered in a legal setting. The course will assist the student in developing necessary skills to transcribe legal dictation with speed and accuracy. It will also enhance the learner's knowledge of legal terminology and their use of English language skills and proofreading skills.

**Prerequisites:**

Keyboarding ability of approximately 45 wpm, OFT1665 Legal Terminology (may be taken concurrently).

**Controlling Purpose:**

This course is designed to give the student a firm foundation in legal transcribing through the use of a variety of legal documents commonly encountered in a legal setting. The course will assist the student in developing necessary skills to transcribe legal dictation with speed and accuracy. It will also enhance the learner's knowledge of legal terminology and their use of English language skills and proofreading skills.

**Learner Outcomes:**

Upon completion of the course, the student will be able to transcribe a variety of legal documents and demonstrate a functional use of legal terminology. The student will proofread and edit with a high degree of accuracy and will use correct format in the transcription of legal documents.

**Units Outcomes and Criterion Based Evaluation Key for Core Content:**

The following defines the minimum core content not including the final examination period. Instructors may add other content as time allows.

Evaluation Key:

- A = All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field.
- B = All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals of work at the next level can be easily achieved.

- C = All major goals have been achieved, but many of the minor goals have not been achieved. In this grade range, the minimum level of proficiency represents a person who has achieved the major goals to the minimum amount of preparation necessary for taking more advanced work in the same field, but without any major handicap of inadequacy in his background.
- D = A few of the major goals have been achieved, but the student's achievement is so limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted.
- N = No instruction or training in this area.

<b>Legal Office Assistant Responsibilities</b>						
Outcomes: The student will demonstrate an understanding of the responsibilities of a legal office assistant.						
A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Describe the personal attributes of a successful legal office assistant
						Demonstrate an awareness of the types of knowledge and skills required in the field
						Demonstrate an understanding of the legal and ethical issues involved in the profession
						Understand the differences among the various types of legal documents

<b>Functional Use of Legal Terminology</b>						
Outcomes: Upon completion of the course, students will demonstrate a functional use of legal terminology.						
A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Define the legal terms presented, either by memory or by using a dictionary/reference book
						Spell and pronounce legal terms correctly
						Demonstrate proficiency in the use of reference books

### **Proofreading and Editing**

Outcomes: Upon completion of the course, students will demonstrate the ability to proofread and edit with a high degree of accuracy.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Demonstrate the following English language skills: punctuation, grammar, capitalization, word forms, sentence structure, abbreviations, and number styles
						Demonstrate the ability to proofread and edit transcribed legal documents, using standard proofreader's marks, without changing the dictator's meaning or style
						Use correct format in the transcription of legal documents

### **Transcription**

Outcomes: Upon completion of the course, students will demonstrate the ability to transcribe legal documents.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						The student will transcribe legal documents of various types for each of the specialty areas listed above under "Units of Instruction"
						Legal documents will be transcribed using correct report format
						Transcribed documents will be proofread, edited, and corrected
						Demonstrate the ability to correctly use transcription equipment

#### **Projects Required:**

Transcribed documents and other assignments

#### **Textbook:**

Contact Bookstore for current textbook.

#### **Materials/Equipment Required:**

Computer, required software, and audiocassette transcribing machine

#### **Attendance Policy:**

Students should adhere to the attendance policy outlined by the instructor in the course syllabus.

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DISCLAIMER: THIS INFORMATION IS SUBJECT TO CHANGE. FOR THE OFFICIAL COURSE PROCEDURE CONTACT ACADEMIC AFFAIRS.

**Grading Policy:**

The grading policy will be outlined by the instructor in the course syllabus.

**Maximum class size:**

Based on classroom occupancy

**Course Timeframe:**

The U.S. Department of Education, Higher Learning Commission and the Kansas Board of Regents define credit hour and have specific regulations that the college must follow when developing, teaching and assessing the educational aspects of the college. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester hour of credit or an equivalent amount of work over a different amount of time. The number of semester hours of credit allowed for each distance education or blended hybrid courses shall be assigned by the college based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.

**Refer to the following policies:**

[402.00 Academic Code of Conduct](#)

[263.00 Student Appeal of Course Grades](#)

[403.00 Student Code of Conduct](#)

**Disability Services Program:**

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If a student has a disability which may impact work in this class which requires accommodations, contact the Disability Services Coordinator.