

Common Course Outline
OFAD 223
Legal Typing and Transcription
3 Credits

The Community College of Baltimore County

Description

Legal Typing and Transcription

Gives an understanding of common legal terms; develops expertise in legal typewriting and legal office procedures; covers document transcription and legal terms from a variety of legal specialties; gives practice in using audio cassettes and transcription equipment.

Prerequisite: OFAD 250 and a working knowledge of either Corel WordPerfect or Microsoft Word

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Overall Course Objectives

Upon completion of this course, students will be able to:

- ∃ operate a transcribing unit efficiently with intermittent listening and continuous keying
- ∃ use, understand, and correctly spell the legal terms as they are transcribed
- ∃ punctuate and express numbers properly in legal documents
- ∃ effectively use a legal dictionary and secretarial reference manual
- ∃ format legal documents in an acceptable format
- ∃ follow proper procedures for producing, preparing, assembling, and distributing legal documents for each area of law studied
- ∃ produce mailable copy from the transcriber in as short a time as possible
- ∃ proofread legal documents for content, spelling, punctuation, and form
- ∃ revise documents from previously transcribed material according to the instructions

Major Topics

- A. Introduction to Legal Transcription
- B. Confidentiality Policy
- C. Mailability Requirements
- D. Introduction to Legal Documents
- E. Transcribe and Type Court Documents
- F. Transcribe and Type Non-court Documents

Course Requirements

Grading/exams: Grading procedures will be determined by the individual faculty member but will include the following: You will be responsible for all the material covered in the learning activities packet. The final grade will be

determined by instructor evaluation of daily work and the average of the scores earned on tests and the final examination. The percentages for calculating your final grade are as follows:

Daily Work	30%
Tests	50%
Final Examination	20%

Other Course Information

This is a self-paced, production-oriented course where consistent attendance is mandatory to complete it within a semester's time frame. You are expected to attend class at the times selected during registration. If you miss a class, schedule a make-up time. If you fall behind, it may be necessary for you to schedule additional class time.