

Common Course Outline
OFAD 223
Legal Typing and Transcription
3 Credits

The Community College of Baltimore County

Description

OFAD 223 – 3 credits – Legal Typing and Transcription teaches students how to transcribe legal documents related to the areas of civil litigation, probate practice, family law, legal instruments, bankruptcy, and appellate procedure from dictation delivered via digital input. Students learn and apply legal terminology unique to the various areas of law and apply grammar and punctuation rules as they transcribe. Students also apply proofreading skills to identify inconsistencies, errors, and missing information in transcribed documents that could compromise the validity of the legal document.

3 Credits; 1 lecture hour, 3 laboratory hours

Prerequisite: OFAD 250 with a “C” or better

Overall Course Objectives

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

1. identify the knowledge, skills, abilities, and responsibilities required of a legal administrative professional;
2. discuss the importance of client confidentiality and ethical behavior;
3. explain Health Insurance Portability and Accountability Act (HIPAA) compliance and liability rules for attorneys;
4. explain legal office procedures related to legal transcription activities;
5. identify punctuation, spelling, grammar, and word choice errors in pre-transcribed copy;
6. transcribe a variety of legal documents using correct document format;
7. review and accurately edit transcribed legal documents;
8. report on the effectiveness of speech recognition technology in practice; and
9. investigate career opportunities and career paths in the legal administrative professional field.

Major Topics

- I. HIPAA Update-- Health Information Technology for Economic and Clinical Health Act of 2009
- II. Confidentiality and Ethical Issues
- III. Legal Administrative Professional Careers
- IV. Legal Documentation Formats
- V. Transcription Guidelines and Conventions
- VI. Transcribing Legal Reports
- VII. Editing Transcribed Reports

Course Requirements

Grading procedures will be determined by the individual faculty member but must include the following:

Grading/exams

- At least three document proofreading assessments
- At least six document transcription assessments
- Written research paper, 750 words minimum
- Field interview with write-up, 500 words minimum

Written Assignments: Students are required to utilize appropriate academic resources.