



CLASS NUMBER AND NAME	LGN420A LEGAL TRANSCRIPTION I
TOTALCLOCK HOURS/UNITS:	24 HOURS/1.0 UNITS
PREREQUISITES:	Concurrent enrollment in LGN231A and B-Introduction to Civil Litigation I and II.
TEXT AND MATERIAL:	<i>Legal Office Projects 2d.</i> Diane M. Gilmore, PLS. Thomson South-Western Cengage Learning, 2007 (ISBN 9780538729338); Transcription headphones
CLASS DESCRIPTION:	This is a project-based class based on a law office model where students will prepare legal documents and correspondence from transcription, rough draft copy, and computer forms. Emphasis will be on listening skills, ability to take direction by transcription, and proper formatting of legal pleadings and documents in the areas of civil litigation, criminal law, estate planning, real property, family law, and corporate documents.
CLASS OBJECTIVES:	Students will learn and apply legal formatting techniques required on legal documents and on court documents in areas of law including estate planning, real estate, criminal defense, trial preparation, and corporate documents. Students will also compose correspondence, other law office-related forms, and practice proofreading skills.
REQUIREMENTS:	This is an approximate schedule and is subject to change at the instructor's discretion. The student is responsible for any missed information and handouts due to absences. Homework includes familiarizing yourself to the Calendar and Syllabus, textbook reading assignments, and study guide homework plus diagrams, flashcards, and practice tests all when appropriate to augment learning. The time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the materials and ¼ hour outside of class for each hour of structured lab time.
CLASS FORMAT OVERVIEW:	Students will work independently on their assigned transcription projects. Students are required to format and proofread all documents for correct legal form and content prior to turning them in. Upon completion of the program, students will have prepared a resource folder with all projects indexed and tabbed for use during their legal career.

METHODS OF INSTRUCTION: This class will be a hands-on computer class where students will complete assignments using both written instructions and directions provided through dictation. Students are expected to be present in class every day.

CLASS ATTENDANCE: It is critical to the student's success to attend class every day. The student's presence for the entire hour is an important demonstration of the concept of professional demeanor and shows respect for the class. Therefore, students will only be marked present when they arrive on time and remain for the entire class session. A student must be present for a minimum of 80 percent of the class, or she or he will be asked to leave the class and will receive a failing grade in the class.

TESTING: There are no tests in Legal Transcription.

GRADING POLICIES: Students must complete all projects as assigned. One point will be deducted for each spelling, typographical error, formatting error, or failure to follow transcription instructions. The transcription folder prepared by the student will be reviewed by instructor at the completion of the class and must be complete and accurate to receive a passing grade. **The student's grade will be reduced by an entire letter grade every day an assignment is turned in late.**

Weighting of grades is as follows:

100% Homework, Quizzes, Final Exams or Written Papers

Combined grades from attendance, class participation, quizzes, final exams or written papers, as applicable, will be graded on the following scale:

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

ANTICIPATED LEARNING OUTCOMES:

Upon completing this course, the student will be able to:

1. Correctly transcribe dictation from a variety of people in a mock law firm as well as follow dictated instructions in order to complete projects.
2. Use appropriate legal forms when transcribing pleadings.

3. Work independently producing various legal documents and office correspondence by scheduled due dates, including tasks such as correspondence, affidavits, outlines, billing invoices, real estate documents, and corporate documents.
4. Create professional looking documents from rough draft copies and computer forms.
5. Use critical thinking skills to complete instructions, consider a client's confidential matters, and use professional protocol when preparing legal documents.

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Week	CLASS WORK	HOMEWORK
One	<p>Review Welcome and Job Description in course book (pp. vii – viii) Review Office Procedures Manual (printed out from CD) Review grading rubric for homework. Review instructions for handing in class work. PROJECT 1: GENERAL OFFICE PROCEDURES Task 1-1 Research Internet; prepare memo Task 1-2 Prepare travel requests Task 1-3 Prepare check request; seminar letter Task 1-5 Research Internet; prepare memo to attorney</p> <p>ALL TASKS DUE _____ (50 points each task)</p>	<p>Review Project 1 Chapter Read “Legal Focus” on page 2</p> <p>Review Critical Thinking Exercise on page 8</p> <p>Prepare written responses to Critical Thinking Exercise and turn in to your instructor. (50 points) (Follow grading rubric handed out the first day of class.)</p> <p>DUE DATE: _____</p>
Two	<p>PROJECT 2: LEGAL OFFICE ACCOUNTING Task 2-1 Calculate and prepare invoice Task 2-2 Prepare letter to client Task 2-3 Prepare settlement statement Task 2-4 Prepare memo to attorney</p> <p>ALL TASKS DUE _____ (50 points each task)</p>	<p>Review Project 2 Chapter Read “Legal Focus” on page 12</p> <p>Review Critical Thinking Exercise on page 14</p> <p>Prepare written responses to Critical Thinking Exercise and turn in to your instructor. (50 points)</p> <p>DUE DATE: _____</p>
Three	<p>PROJECT 3: LEGAL DOCUMENT PREPARATION Task 3-1 Prepare a Non-Compete Agreement Task 3-2 Edit and finalize an affidavit Task 3-3 Prepare Power of Attorney PROJECT 4: OPENING FILE PROCEDURES Task 4-1 Prepare New File Sheet Task 4-2 Prepare conflict of interest paperwork Task 4-3 Prepare Agreement for Representation Task 4-4 Prepare medical authorization</p> <p>ALL TASKS DUE _____ (50 points each task)</p>	<p>Review Project 3 and 4 Chapters Read “Legal Focus” on page 19</p> <p>Review Critical Thinking Exercise on page 20.</p> <p>Prepare written responses to Critical Thinking Exercise and turn it in to your instructor. (50 points)</p> <p>DUE DATE: _____</p>
Four	<p>PROJECT 4: OPENING FILE PROCEDURES (cont’d) Task 4-5 Prepare letter to client Task 4-6 Prepare adverse party letter</p> <p>PROJECT 5: ESTATE PLANNING Task 5-1 Prepare Last Wills and Testaments Task 5-2 Prepare Living Wills Task 5-3 Prepare Financial Durable Power of Attorney Task 5-4 Prepare Durable Power of Attorney For Health Care</p> <p>ALL TASKS DUE _____ (50 points each task)</p>	<p>Review Project 4 and 5 Chapters Read “Legal Focus” on page 25</p> <p>Review Critical Thinking Exercise on page 26.</p> <p>Prepare written response to Critical Thinking Exercise and turn it in to your instructor. (50 points)</p> <p>DUE DATE: _____</p>

<p>Five</p>	<p>PROJECT 7: PREPARATION OF REAL ESTATE DOCUMENTS</p> <p>Task 7-1 Prepare client engagement letter Task 7-2 Prepare Quiet Title Complaint</p> <p>PROJECT 9: PREPARATION OF CRIMINAL DEFENSE DOCUMENTS</p> <p>Task 9-1 Prepare New Client Information Sheet Task 9-2 Prepare Conflict of Interest paperwork</p> <p>ALL TASKS DUE _____ (50 points each task)</p>	<p>Review Project 7 and 9 Chapters Read "Legal Focus" on page 46</p> <p>Review Critical Thinking Exercise on page 47</p> <p>Prepare written response to Critical Thinking Exercise and turn it in to your instructor. (50 points)</p> <p>DUE DATE: _____</p>
<p>Six</p>	<p>PROJECT 11: PREPARATION OF CORPORATE DOCUMENTS</p> <p>Task 11-1 Prepare Articles of Incorporation Task 11-3 Prepare organizational meeting minutes</p> <p>ALL TASKS DUE _____ (50 points each task)</p> <p>Prepare Table of Contents for completed binder. Review with instructor.</p>	<p>Review Project 11 Chapter Read "Legal Focus" on page 70</p> <p>Review Critical Thinking Exercise on page 74</p> <p>Prepare written response to Critical Thinking Exercise and turn it in to your instructor. (50 points)</p> <p>DUE DATE: _____</p>

The instructor reserves the right to reconfigure the above with prior notice to the class. The class objectives will be met regardless of deviation from this outline.

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