

COURSE OUTLINE

OFFI-280

Legal Transcription and Terminology

3 Semester Hours

HOWARD COMMUNITY COLLEGE

Description

After successful completion of this course, the student will be able to transcribe legal material from prerecorded dictation while obtaining an overview of legal procedures and acquiring an in-depth knowledge of terminology. This course may be completed in fewer than 14 weeks and may be started at any time during the fall, winter, and spring semesters. Approximately 50% of the work for this course may be done outside of class.

Prerequisite: OFFI-281.

Overall Course Objectives

Upon completion of this course, the student will be able to:

1. Accurately transcribe cassette dictation consisting of legal correspondence and documents.
2. Accurately format legal instruments and documents.
3. Define terms commonly used in law practices.
4. Apply grammar and punctuation rules when preparing legal documents.

Major Topics

- I. Transcription Topics
 - A. Initiating and Answering a Lawsuit
 - B. Discovery/Judgment
 - C. Guardianships, Conservatorships and Name Changes
 - D. Correspondence
 - E. Wills and Probate
 - F. Adoptions and Paternity
 - G. Contracts
 - H. Corporations
 - I. Termination of Marriage
 - J. Bankruptcy

Course Requirements

Grading/exams: Specific assignments and procedures for evaluating student performance in the class will be described in the individual class syllabus, but will include the following:

1. Written tests on legal procedures and terminology
2. Transcription tests

Other Course Information

Call 410-772-4876 between 9 a.m. and 3 p.m. for more information about this course.

This course is a business elective.