Alexandria Technical and Community College

LEGL 1616: Legal Transcription/Word Processing

A. COURSE DESCRIPTION

Credits: 4
Lecture Hours/Week: 2
Lab Hours/Week: 4
OJT Hours/Week: *.*
Prerequisites: None
Corequisites: None
MnTC Goals: None

This course focuses on the activities performed by personnel in a law firm or other legal setting where documents are converted from the spoken word to printed form. Students will prepare legal documents, legal correspondence, and forms routinely used in a legal environment using rough drafts, dictation/transcription equipment, forms, and Microsoft Word processing software. In addition to authentic legal form and material preparation, the course will emphasize legal document assembly, terminology, standard punctuation and grammar, speed building, accuracy, editing, and proofreading skills. Strongly recommend prior completion of ADMN 1513, LEGL 1601, and LEGL1602.

B. COURSE EFFECTIVE DATES: 08/26/2002 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Utilize modern transcription methods.
2. Transcribe spoken word to written format.
3. Prepare legal documents and court pleadings.
4. Prepare correspondence and routine office documents.
5. Apply appropriate document punctuation.
6. Apply appropriate document formatting.
8. Assemble legal documents.
10. Develop proofreading skills and utilize proofreader’s marks.
11. Expand legal terminology base.
12. Utilize word processing software.

D. LEARNING OUTCOMES (General)

1. The learner will demonstrate the ability to transcribe and will build transcription speed and accuracy.
2. The learner will demonstrate an understanding of capitalization, punctuation, and grammar.
3. The learner will demonstrate advanced formatting and editing skills and demonstrate improved proofreading.
4. The learner will demonstrate an understanding of legal terminology.
5. The learner will demonstrate an understanding of legal formatting.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None
F. LEARNER OUTCOMES ASSESSMENT
   As noted on course syllabus

G. SPECIAL INFORMATION
   None noted