

**PALOMAR COLLEGE**  
**COURSE OUTLINE OF RECORD FOR**  
**DEGREE CREDIT COURSE**

  X   Transfer course      X   A.A. degree applicable course  
(check all that apply)

**COURSE NUMBER AND TITLE:** OIS 232.1-.2 Legal Machine Transcription Modules I-II

OIS 232.1 Legal Machine Transcription Basic Module I  
OIS 232.2 Legal Machine Transcription Advanced Module II

**UNIT VALUE:** 1 unit per module; 2 total units

**MINIMUM NUMBER OF SEMESTER HOURS:** 32 hours per module.

**BASIC SKILLS REQUIREMENTS:** Appropriate language skills.

**ENTRANCE REQUIREMENTS**

**PREREQUISITE:** None

**COREQUISITE:** None

**RECOMMENDED PREPARATION:**

Module I:        A minimum grade of "C" in OIS 102 and OIS 210.

Module II:      A minimum grade of "C" in OIS 232.1.

**SCOPE OF COURSE:**

Legal Machine Transcription Basic Module I:

Techniques of transcribing legal dictation from transcription equipment. Terminology includes the areas of the lawsuit, family law, and wills and probate. Designed for the Office Information Systems—Legal secretary major.

Legal Machine Transcription Basic Module II:

Advanced transcription techniques and skill development of multi-page documents and specialized legal reports. Terminology includes the areas of corporations, real estate, and criminal law. Designed for the Office Information Systems—Legal Secretary major.

**SPECIFIC COURSE OBJECTIVES:** Students will:

1.     possess a proficiency in using transcription equipment utilizing the "start-listen-stop-type" technique;
2.     apply "ear-finger-foot" coordination in producing mailable documents;

3. produce acceptable formats of legal forms and documents;
4. apply proofreading skills in the transcription of all documents;
5. understand and apply the correct legal terminology to a variety of documents;
6. possess a skill performance level that qualifies for entry-level employment in a law office or legal department.

**CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:**

Legal Machine Transcription Basic Module I:

1. Introduction to audio approach
2. Introduction to transcribing equipment
3. Review of written and verbal communication skills
4. Introduction to the career of a legal secretary
5. Procedures for typing from dictation
6. The lawsuit
7. Family law
8. Wills and probate

Legal Machine Transcription Basic Module II:

1. Continued development of transcribing techniques and proficiency
2. Transcribing of multi-page legal documents
3. Corporations
4. Real estate
5. Criminal law

**REQUIRED READING:**

Module I:

Morton, Joyce. Word Processing for the Legal Secretary, Second Edition. Mountain View, CA: Western Tape Co., 1985. Projects 1-38.

Module II:

Morton, Joyce. Word Processing for the Legal Secretary, Second Edition. Mountain View, CA: Western Tape Co., 1985. Projects 39-59.

**SUGGESTED READING:** For both Modules I and II:

Morton, Joyce. Legal Office Procedures. Fifth Edition. Upper Saddle River, NJ. Prentice Hall. 2001. Course syllabus will denote specific chapters to read.

Legal Secretaries, Incorporated (LSI). Law Office Procedures Manual. 7<sup>th</sup> edition. Encino, CA: The Rutter Group, 1999. Course syllabus will denote specific sections for reference.

**REQUIRED WRITING:** Skills demonstration is more appropriate. Students continually practice manipulation of equipment and eye-hand-foot coordination in producing mailable transcripts. Three 30-minute production timings will be administered on new material. In addition, students will be composing and compiling at least 25 one-page and multi-page documents per module.

**OUTSIDE ASSIGNMENTS:**

**Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short term classes.** Due to the nature of the open-entry/open-exit concept, students are encouraged to spend at least 4 hours per week in and/or out of the lab to complete each Module within 8 weeks from the time they register. This work may include the required reading from the text, review of lecture material, proofreading and correcting assigned exercises.

**INSTRUCTIONAL METHODOLOGY:**

**Check all that apply:**

- lecture
- laboratory
- lecture-laboratory combination
- directed study

Students work in an individualized, self-paced, open-entry lab. The instructor orients the student to lab procedures, equipment, and materials; lectures are arranged on a rotating basis posted on a master calendar; an instructor and laboratory technician are available for student questions.

**This course may be offered as a distance education course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.**

Yes \_\_\_ No X

**If yes, check all that apply.**

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

**GRADING POLICY AND STANDARDS** (include methods of determining whether the stated objectives have been met by students):

Lab Assignments	= 60%
30 Minute Production Timings	= 20%
Final Exam	= 20%

**IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?**

Yes X No \_\_\_ Number of times course may be taken for credit: 2 (each Module may only be taken two times)

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable: 58161 (c) (2) (A) and (B)

**CONTACT PERSON:** Judy Dolan x2875

<b>SIGNATURES ON FILE</b>
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