SPECIAL NOTE:
This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.

TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):
Please check with the LCC bookstore [http://www.labette.edu/bookstore](http://www.labette.edu/bookstore) for the required texts for this class.

**COURSE NUMBER:** OTEC 132

**COURSE TITLE:** LEGAL TRANSCRIPTION

**SEMESTER CREDIT HOURS:** 2

**DEPARTMENT:** Business Administrative Technology

**DIVISION:** Career Technical Education

**PREREQUISITE:** OTEC 127 Transcription Skills and OTEC 102 College Keyboarding

**COURSE DESCRIPTION:**
Introduces students to the various legal documents utilized by law firms which are filed with the municipal court, a state or federal district court, or with a state or federal appellate court. Will legal documents to be utilized by individuals, corporations, and government.

**COURSE OUTCOMES AND COMPETENCIES:**
Students who successfully complete this course will be able to:

1. Transcribe and format legal correspondence and documents.
   - Identify and operate transcription equipment.
   - Select the correct format for a dictated legal document.
   - Transcribe legal documents for the major legal areas.
   - Identify obvious legal inconsistencies.
   - Produce final, neat, error-free transcripts

2. Proofread and edit legal documents.
   - Use reference materials to create mailable documents.
   - Use proofreading and editing skills
   - Use proper grammar and punctuation
   - Utilize spell-check and grammar tools of a word processing software package
3. Perform workplace competencies:

IV. WRITING
- Check, edit, and revise for correct information, appropriate emphasis, grammar, spelling, and punctuation.

X. TIME MANAGEMENT
- Develop strategies to overcome procrastination and meet deadlines.
- Estimate the time required to perform activities needed to accomplish a specific task.