

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: LEGAL MACHINE TRANSCRIPTION

Code No.: SPR 236-2

Program: EXECUTIVE SECRETARIAL

Semester: FOUR

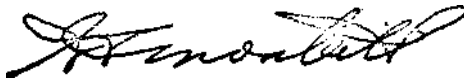
Date: JANUARY, 1981

Author:

New:

Revision: x

APPROVED:



Chairperson

Date

LEGAL MACHINE TRANSCRIPTION

Semesters 3 & 4

>^RSs^-Ca2etr^"

TEXT:

- Webster Dictionary *tf* •c&*. ^

SUPPLIES
REQUIRED;

- 3 manilla file folders - 8½" x 11"
- typing paper
- newsprint for carbon copies
- letter size carbon paper
- legal size carbon paper

GENERAL OBJECTIVES:

- to develop listening skills and the ability to understand dictated material accurately
- to develop ear-finger-toe coordination
- to develop skill in operating various types of dictating equipment
- to develop skill in transcribing material from prepared tapes quickly and accurately, without sacrificing quality
- to improve the student's grammar, English usage and legal vocabulary

SPECIFIC OBJECTIVES;

- the student will produce "mailable" copy without preparation of a rough draft beforehand
- the student will develop proofreading and editing skills
- the student will transcribe which will be encountered frequently in a law office, i.e. correspondence, accounts, reports, documents, etc.
- to provide the student with an understanding of various legal documents and to develop the ability to transcribe the contents from machine dictation, organize the work, and set priorities
- to develop the student's ability to supply punctuation, correct grammatical errors, properly paragraph letters and documents, etc.
- to develop the student's ability to transcribe material dictated by various people and to learn to adapt to their particular method or style of dictation

t the student will hand all work in neatly, in the order dictated, in a file folder which will be labelled accordingly

TIME: - 2 periods per week for each of semesters 3 and 4

GRADING;

- all work will be graded A, B, C, or I
- anything which is unacceptable will be rejected and handed back to the student for reassignment
- errors include:
 - a) misspelled words
 - b) punctuation errors
 - c) unacceptable erasures or corrections
 - d) use of incorrect word
 - e) WORK WITH PROOFREADING ERRORS AUTOMATICALLY RECEIVES AN INCOMPLETE GRADE

f NOTE: STUDENTS WILL NOT BE ALLOWED INTO CLASS WITHOUT A DICTIONARY

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CHANGES/CORRECTIONS IN LEGAL
TRANSCRIPTION TAPES

TAPE	1B	- Item No. 1	- Type an original to EACH of the three people named
	2A	- Item No. 1	Salutation should read "Dear Mr. Denton"
		No. 4	Second sentence should read "so for as appears" (not appeals)
	4A	- Item No. 5	first line should read "between you and Pierre" (not Fred)
	6B	OMIT ITEM No. 3	Statement of Adjustments

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