

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

COURSE OUTLINE

Course Outline: LEGAL MACHINE TRANSCRIPTION

Code No.: SPR 233-2

Program: EXECUTIVE SECRETARIAL

Semester: THREE

Date: SEPTEMBER, 1978

Author: ROSE CAICCO

New:

Revision;

APPROVED;
Chairperson

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Date

LEGAL MACHINE TRANSCRIPTION

INSTRUCTOR;

- Rose Caicco

TEXT;

- Webster Dictionary

SUPPLIES

REQUIRED;

- 3 manilla file folders - 8 1/2" 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

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

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

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)
	58	OMIT ITEM	No. 3	-	Statement of Adjustments