

**CED2632 – Court Transcription****INSTRUCTIONAL HOURS: 60****RECOMMENDED PRE-REQUISITE(S): N/A****CO-REQUISITES: N/A****APPROVED FOR USE IN ACADEMIC SEMESTERS: 2018-2019****COURSE DESCRIPTION:**

The Ministry of the Attorney General (MAG) now utilizes independent, authorized court transcriptionists (ACTs). Being an ACT offers multiple opportunities for employment including: self-employment; working from home; opportunity to select the amount of work you wish to do and the option to partner or work with other authorized transcriptionists. When a student successfully completes this program, they can register to be placed on the list of authorized court transcriptionists. Only individuals on this list are authorized to produce and certify transcripts for Ontario Court Matters. Ideally, students will have a strong knowledge of Microsoft Office Word, typing skills, formatting, headers and footers; and a typing speed of 50 wpm at minimum is recommended. Students will receive a Sault College Court Transcript Certificate that will not expire under the current transcript model.

**RATIONALE:**

To prepare the student for the Ministry of Attorney General's transcription exam.

**COURSE DELIVERY:**

The course content will be presented through a blend of instructional methods which may include lecture, discussion, independent study, and hands-on activities.

**LEARNING OBJECTIVES/OUTCOMES:**

Upon successful completion of this course, the student will be able to: apply for membership to Arkley. Once a member of Arkley, the student will be able to gain employment to court transcription contracts.

**TOPICS**

- Introduction to the Courts
- Legal Terminology
- Role of the Court Reporter/Transcriptionist
- The Court Transcript Manual Overview
- Arkley
- Formatting the Transcript
- Proofreading Transcripts
- Punctuation and Grammar
- Legal Citations
- Appeal Transcripts
- Jury Trials
- Judicial Reasons

- Transcript Fees, Invoicing and Distribution

**REQUIRED COURSE MATERIAL:**

Students require their own laptop for this program and the software can be downloaded from [http://www.libertyrecording.com/LCR\\_MAIN.htm#DLP](http://www.libertyrecording.com/LCR_MAIN.htm#DLP) and an infinity foot pedal which can be purchased online at <https://www.amazon.ca/Infinity-Control-Pedal-USB-2-transcription/dp/B002MY6I7G>.

**STUDENT EVALUATION**

The student's progress will be recorded using the following grades.

**S** - Satisfactory achievement in field /clinical placement or non-graded subject area.

**U** - Unsatisfactory achievement in field/clinical placement or non-graded subject area

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