



LGL 284: Legal Transcription

This course develops skills in legal transcription, where documents are converted from the spoken word to printed form. Students apply communication skills, problem-solving skills, and technical skills as they learn to transcribe legal documents, correspondence, and instruments using correct formatting, punctuation, and spelling. Prerequisite: LGL 282 and OFC 120 with a grade of C or better or permission of the instructor. Three lecture hours per week. Instructional Support Fee applies.

Course Student Learning Outcomes

Students will be able to:

1. Use a transcriber to produce legal documents from voice recordings to typewritten hard copy
2. Apply proofreading, editing, vocabulary, grammar, spelling, and punctuation skills to the production of "mailable" work

Credits: 3

Program: Legal Studies