INSTRUCTOR: Carol Rosborough

INSTRUCTOR CONTACT INFORMATION:
Phone: 713-718-7808
E-mail: Eagle and Alternate e-mail: carol.rosborough@hccs.edu

OFFICE LOCATION AND HOURS
Please feel free to contact me concerning any problems that students are experiencing in this course. Students do not need to wait until students have received a poor grade before asking for my assistance. Student performance in my class is very important to me. I am available to hear student concerns and just to discuss course topics. Office hours are upon request. Please communicate with me through online e-mail when possible. I will respond within 24-36 hours. Telephone calls will be returned Monday through Friday within 36-48 hours.

FINAL EXAM: Friday, December 4 to Monday December 7, 2015 - All exams and the Final Exam will be online only.

LAST DAY FOR ADMINISTRATIVE & STUDENT WITHDRAWALS: Friday-October 30, 2015 at 4:30 p.m. Verify in College Schedule Page.

COURSE DESCRIPTION
An introduction to legal terminology including spelling, pronunciation, and definition of legal terms and an overview of the law and the professions.
COURSE DESCRIPTION:
POFL 1359 is a hands-on instructional course, designed to provide the knowledge, terminology, and background needed to format the most common legal documents and operate a transcription machine with reasonable speed and accuracy. In addition, you will receive practice with the perspective and capacity for decision making, required to adapt your knowledge and skills to situations encountered in a law office. You will learn the activities performed by a transcriptionist in a law firm or other legal setting where documents are converted from the spoken word to printed form. An intensive course with an emphasis on actual machine dictated transcription of legal documents, letters, and tables and skill development in comprehensive vocabulary, listening, organizing, and transcribing client-quality documents used in a legal office. Prerequisite: POFL 1305. 3 credit (2 lecture, 3 lab).

COURSE REQUIREMENTS AND EXPECTATIONS:
The purpose of the Legal Transcription course is to teach the student how to operate a transcription machine with reasonable speed and accuracy and to teach basic legal format. This is a hands-on instructional course. The student is responsible for studying and completing all appropriate training exercises corresponding to document assigned from the required text. Upon completion of the course, the student should be able to:

- Operate a transcribing unit efficiently with intermittent listening and continuous keying.
- Use, understand, and correctly spell the legal terms as they are transcribed.
- Punctuate and express numbers properly in legal documents.
- Effectively use a legal dictionary and secretarial reference manual.
- Format legal documents in an acceptable format, as guided by the instructor.
- Follow proper procedures for producing, preparing, assembling, and distributing legal documents for each area of law studied.
- Produce mailable copy from the transcriber in as short a time as possible.
- Proofread legal documents for content, spelling, punctuation, and form.
- Revise documents from previously transcribed material according to the instructions.
Define given legal terminology

**REQUIRED TEXTBOOK AND MATERIALS:**


- The following website has information on the Wav foot pedal for use with the CD-ROM: [http://www.theprogramers.com/wavp.html](http://www.theprogramers.com/wavp.html); [http://www.startsto.com/home.asp](http://www.startsto.com/home.asp); and other sites on the internet.
- Microsoft® Office (Word) software
  
  Microsoft® is a registered trademark of Microsoft Corporation in the United States and/or other countries. All other company and product names are trademarks or registered trademarks or their respective companies. Use of these marks is not intended to imply endorsement, sponsorship, or affiliation.
- Internet access

**REFERENCE:**


  ISBN: 0-538-70550-7

**GENERAL INFORMATION**

Students should check Course Site and Mail for changes and announcements.

**INSTRUCTIONAL METHODS**

POFM 1300 is a required course for certain Business Technology certificates and AAS degrees. This course instruction will be delivered via the Internet.

As an instructor, I want my students to be successful. I feel that it is my responsibility to provide students with knowledge concerning medical coding, modeling good teaching strategies, and organizing and monitoring the field experience that allows students to connect the information that students learn in this course to the real world of education.

**STUDENT ASSIGNMENTS**

Assignments have been developed that will enhance student learning. To better understand a topic, students will be given assignments on key information that students will need to remember for student success in student reaching student goals.

Students are expected to adhere to the weekly schedule of assignments printed in the course syllabus. Late assignments will not be accepted.

**INSTRUCTIONS FOR SUBMISSION OF ASSIGNMENTS**

1. All assignments must be submitted under the proper assignment in the course for credit unless specified otherwise. Only the assigned assignment will be graded under the proper assignment when specified. E-mailed assignments will not be accepted.
2. Assignments are available in advance. Therefore, **late assignments will not be accepted**.

3. All class communication will be done through the class email system. Messages will be answered within 24 - 36 hours. Message sent to the directly to the professor's HCC email will not receive a response unless the course server is undergoing maintenance.

4. In the event that the server is down or maintenance is being performed, your assignment will not be considered late. Allowances will be made for you to submit your assignment late.

5. Forums (Discussions) must be responded to by deadline date for credit. Be sure to read the instructions regarding the grading of discussion items. The discussion forums will not be accepted for grading after the cutoff date. Do not attach files to the Forums postings.

6. Utilize the **Student Helpdesk** for questions you may have about the use of Eagle Online.

7. Discussion Question forums (DQs) must be responded to by deadline date for credit. Be sure to read the instructions regarding the grading of Forums (discussion items). The forums will not be graded if posted after the cutoff date. Do not attach files to the Forums.

8. When your technology fails, **HCC libraries and campuses have computers for student use. Contact the library or campus computer center for times available**.

If you are experiencing difficulties with the course material, e-mail me through the class mail. Please do not wait until the due date to ask for help.

**MAKE-UP TEST AND ASSIGNMENT POLICY**

Students are expected to adhere to the weekly schedule of assignments printed in the course syllabus.

**INSTRUCTOR REQUIREMENTS**

As the Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments

**STUDENT’S RESPONSIBILITY**

To be successful in this class, it is the student’s responsibility to:

- Log in to the class and participate in class activities
- Read and comprehend the textbook
- Complete the required assignments and exams on time:
- Ask for help when there is a question or problem
PROGRAM/DISCIPLINE REQUIREMENTS
Business Technology is determined to prepare students with the knowledge and skills needed to succeed in today's dynamic work environment. Students in Medical Coding Basics must be able to budget their time and perform class-related activities as assigned on a weekly basis. Students also perform various general activities as well as workbook activities related to Medical Coding Basics.

PROGRAM/MAJOR PLAN
Students need a Program/Major Plan for a degree or certificate. If a student does not have a Program/Major plan, the student should communicate with an Advisor or the Department that you want to declare as a major.

VIRTUAL CAREER CENTER
The Virtual Career Center assists HCC Students and Alumni with career planning, assessments, job search and soft-skills training. Orientations and registration are available at all college campuses. http://www.hccs.edu/district/students/career-planning/

STUDENT INFORMATION
A student handbook is available on the College website: http://www.hccs.edu. Look under the student subheading to get detailed information concerning students attending Houston Community College System (HCCS). Data such as withdrawal policies, refund policies, incomplete, late assignments, make-ups, extra credit, grading system, attendance requirements, and other details are included in the student handbook.

HCC COURSE WITHDRAWAL AND ATTENDANCE POLICY
The State of Texas imposes penalties on students who drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university. To help you avoid having to drop/withdraw from any class, contact your DE professor regarding your academic performance. You may also want to contact your DE counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.). HCC has instituted an Early Alert process by which your professor may “alert” you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance. Students should check HCC’s Academic Calendar by Term for drop/withdrawal dates and deadlines.

If a student decides to drop or withdraw from a class upon careful review of other options, the student can drop online prior to the deadline through their HCC Student Service Center: https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG

Classes of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar’s Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

CLASS ATTENDANCE
As stated in the HCC Catalog, all students are expected to attend classes regularly. Students in DE courses must log in to their class or they will be withdrawn. Logging into the class is not considered active participation. DE students are required to actively participate or they will be withdrawn. Just like an on-campus class, your regular participation is required.
Although it is the responsibility of the student to drop a course for non-attendance or lack of participation, the instructor also has the authority to block a student from accessing the course, and/or to drop a student for excessive absences or failure to participate regularly. DE students who do not log in to their class before the Official Day of Record will be AUTOMATICALLY dropped for non-attendance. Completing the DE online orientation does not count as attendance.

HCC DISTANCE EDUCATION POLICIES AND PROCEDURES
The Distance Education Student Handbook contains policies and procedures unique to the DE student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link: http://de.hccs.edu/media/houston-community-college/distance-education/student-services/2013-2014HCCDEStudentHandbook-%28Revised8-1-2013%29.pdf

STUDENT SERVICES
The Distance Education Student Handbook contains policies and procedures unique to the DE student. It is the student's responsibility to be familiar with the handbook's contents and part of the mandatory orientation. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link: http://de.hccs.edu/de/de-student-handbook

EARLY ALERT
HCC has instituted an Early Alert process by which your professor may “alert” you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance.

INTERNATIONAL STUDENTS
Contact the International Student Office at 713-718-8520 if you have questions about your visa status.

STUDENTS WITH DISABILITIES
Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. **Instructors are authorized to provide only the HCC DSSO approved accommodations but must do so in a timely manner.**
Students who are requesting special testing accommodations must first contact the appropriate (most convenient) DSS office for assistance each semester:

DISABILITY SUPPORT SERVICES OFFICES:
System: 713.718.5165
Central: 713.718.6164 – also for Deaf and Hard of Hearing Services and Students Outside of the HCC District service areas.
Northwest: 713.718.5422
Northeast: 713.718.8420
Southeast: 713.718.7218
Southwest: 713.718.7909
After student accommodation letters have been approved by the DSS office and submitted to DE Counseling for processing, students will receive an email confirmation informing them of the Instructional Support Specialist (ISS) assigned to their professor.

NOTICE FOR STUDENTS OUTSIDE OF HCC SERVICE AREA: PROCTORING
Students who live or work outside the HCC service area and cannot take paper exams at one of our HCC testing locations MUST make arrangements for a proctor. For more information and to complete the required Proctor Approval Form, please visit de.hccs.edu.

VIRTUAL CLASSROOM CONDUCT
As with on-campus classes, all students in HCC Distance Education courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.

ONLINE TUTORING
HCC provides free online tutoring in writing, math, science, and other subjects. How to access AskOnline: Click on the Ask Online button in the upper right corner of the Blackboard course listings page. This directs students to the HCC AskOnline Tutoring site: http://hccs.askonline.net/. Use your student ID or HCC e-mail address to create an account. Instructions, including a 5-minute video, are provided to make you familiar with the capabilities of this service.

SOCIAL NETWORKING
DE students are encouraged to become a fan of DE on Facebook http://www.facebook.com/HCCDistanceEd and to follow DE on Twitter: http://twitter.com/HCCDistanceEd
These social networking sites help DE foster student engagement and provide a sense of community for the online learner. Students will also stay informed about important information and announcements.

LIBRARY RESOURCES
As a DE student you have the same access to first-rate information resources that the HCC Libraries make available to all HCC students. A special website pulls together all the tools DE students will need to get their research rolling. Visit Library Resources specifically for Distance Education students.
ACADEMIC DISHONESTY
You are expected to be familiar with the College’s Policy on Academic Honesty, found in the catalog and student handbook. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. “Scholastic dishonesty”: includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test include: • Copying from another students’ test paper; • Using materials not authorized by the person giving the test; • Collaborating with another student during a test without authorization; • Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered; • Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook). Academic dishonesty can result in a grade of F or 0 for the particular test or assignment involved, dropped, and/or expelled from HCCS. Please refer to the HCCS Distance Education Student Handbook-(for further information regarding Academic Dishonesty refer to http://de.hccs.edu/media/houston-community-college/distance-education/student-services/DEStudent-Handbook-.pdf

CLASSROOM BEHAVIOR
As student instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Student instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, students are asked to respect the learning needs of student classmates and assist student instructor achieve this critical goal.

NOTE TO THE STUDENT
If you have any questions or concerns about the course and/or course assignments, please contact me via Eagle Online e-mail so that we can resolve any issues. I will respond to your email within a 24-36 hour period. If you are experiencing difficulties with the course material and unable to email me, leave a detailed message at my office telephone number, 713.718.7808. I will respond to telephone calls within a 48 hour period. Please telephone between the hours of 10:00 a.m. to 2 p.m.), Monday through Friday. If your concerns are not resolved, you are encouraged to contact my supervisor, Willie Caldwell, email: willie.caldwell@hccs.edu or 713-718-7808 or Room N109 Scarcella Building.

STUDENT EVALUATION
Make-up Test Policies
Students are expected to adhere to the weekly schedule of assignments printed in the course syllabus. Late assignments will be penalized and not accepted three (3) days after the original due date of the assignment. Exceptions will be at the discretion of the instructor.

**FINAL EXAM** Administered through Eagle On-line

**HCCS Grading System**

The Houston Community College grading system will be used to evaluate students’ performance in this course.

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<tr>
<th>GRADES</th>
<th>SCALE</th>
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<tbody>
<tr>
<td>A-Excellent</td>
<td>90-100</td>
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<tr>
<td>B-Good</td>
<td>80-89</td>
</tr>
<tr>
<td>C-Fair</td>
<td>70-79</td>
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<tr>
<td>D-Passing</td>
<td>60-69</td>
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<tr>
<td>F-Failure</td>
<td>0-59</td>
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**Department Grading System**

The following departmental grading system will be used to evaluate students’ timed writing performance in this course:

**FINAL GRADING:**

Students’ final grades will be calculated as follows:

<table>
<thead>
<tr>
<th>Chapter Transcription Exercises</th>
<th>35%</th>
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<tbody>
<tr>
<td>Assessments</td>
<td>45%</td>
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<tr>
<td>Final Exam</td>
<td>20%</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
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**ASSIGNMENTS:** Students taking an Internet course do weekly assignments at their computers, or students may use any Business Technology Lab available on any HCCS campus. (See the Assignment Sheet)

**LATE ASSIGNMENTS and MAKE-UP TEST POLICY**

Students are expected to adhere to the weekly schedule of assignments printed in the course syllabus. Late assignments and make-up assignments will only be accepted at the discretion of the instructor. All assignments for each level are due at the end of the level assignments.

**REQUIRED TEXTBOOK AND MATERIALS:**

Discrimination

Students should be aware that discrimination and/or other harassment based on race, sex, gender identity and gender expression, national origin, religion, age, disability, sexual orientation, color or veteran status is prohibited by HCC Policy G.1 Discrimination and Harassment and D.1.1 Equal Educational Opportunities. Any student who feels they have been discriminated against or harassed on the basis of race, sex, gender identity, gender expression, national origin, religion, age, disability, sexual orientation, color or veteran status including sexual harassment, has the opportunity to seek informal or formal resolution of the matter. All complaints/concerns should be directed to the Office of Institutional Equity, 713 718-8271 or oie@hccs.edu. Additional information may be obtained online. Visit http://www.hccs.edu/district/departments/institutionalequity/

Complaints involving sexual misconduct to include but not limited to: sexual assault, stalking, dating violence, sexual harassment or domestic violence should be directed to the HCC Title IX Coordinator, Renée Mack at 713 718-8272 or renee.mack@hccs.edu

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AUGUST 24, 2015 to DECEMBER 13, 2015
FALL 2015 WEEKLY SCHEDULE
LEGAL TRANSCRIPTION- POFL 1359

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<th>WEEK</th>
<th>CHAPTERS/ACTIVITIES</th>
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<tr>
<td>1</td>
<td>Distance Education Orientation</td>
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<td>“Introduction: Working in the Legal Office”</td>
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<tr>
<td>2</td>
<td>Chapter 1: Initiating a Lawsuit</td>
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<td>3</td>
<td>Chapter 2: Answering a Lawsuit</td>
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<td>4</td>
<td>Chapter 3: Discovery/Judgment</td>
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<td>5</td>
<td>Chapter 4: Preparing Correspondence</td>
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<td></td>
<td>Unit I Performance Assessment</td>
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<td>6</td>
<td>Chapter 5: Wills</td>
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<td>Chapter 6: Probate Procedure</td>
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<td>8</td>
<td>Chapter 7: Guardianships, Conservatorships, and Name Changes</td>
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<td>Unit II Performance Assessment</td>
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<tr>
<td>9</td>
<td>Chapter 8: Termination of Marriage</td>
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<td>Chapter 9: Adoptions and Paternity</td>
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<td>Unit III Performance Assessment</td>
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<td>11</td>
<td>Chapter 10: Contracts</td>
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<td>12</td>
<td>Chapter 11: Corporations</td>
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<td>13</td>
<td>Chapter 12: Real Estate</td>
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<td>Unit IV Performance Assessment</td>
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<td>14</td>
<td>Chapter 13: Bankruptcy</td>
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<td>Chapter 14: Typing Citations</td>
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<td>15</td>
<td>Chapter 15: Preparing an Appellate Brief</td>
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<td>16</td>
<td>Unit VI Performance Assessment</td>
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<td></td>
<td>REVIEW/FINAL EXAM</td>
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</table>
