

**HOUSTONCOMMUNITY COLLEGE SYSTEM
BUSINESS TECHNOLOGY DEPARTMENT
HOUSTON, TEXAS**

Legal Transcription

**POFL 1359
57093**

FALL 2011

SCANS COMPETENCIES INCORPORATED

INSTRUCTOR: Terri Goode-Tomlin

MEETING TIMES: Asynchronous

FINAL EXAM DATE: Online

CONTACT INFORMATION:

Office hours: Blackboard online e-mail
Alternate email: terri.goode-tomlin@hccs.edu
Phone: Office: 713.718

<u>Course Description</u>	<u>Course Requirements</u>	<u>Counseling Services</u>	<u>Assignments</u>
<u>Required Text Book</u>	<u>Evaluations</u>	<u>Academic Dishonesty</u>	<u>Weekly Schedule</u>

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.

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:

Legal Transcription(text with audiocassette dictation package). Lyle, Linda R. and Doty, G. Howard. ISBN 1-56118-671-6; OR Legal Transcription (text with CD dictation package). ISBN 1-56118-671-X. Paradigm Publishing Inc. 1995. You will need to purchase only one of the text and dictation packages.

- Tape player or transcription equipment. (Students may use a CD player or an audio cassette player.) The purchase of a transcribing unit is not required; however, you may want to explore the option for a foot pedal to use with CD dictation package. The following website has information on the Wav foot pedal for use with the CD-ROM: <http://www.theprogramers.com/wavp.html>; <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:

Law Office Transcription. Debra A. Differding and Sandra Halsne. South-Western Publishing Co. 1992.
ISBN: 0-538-70550-7

GENERAL INFORMATION

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

Blackboard Student User ID

Your Blackboard login user ID will be your HCC User ID (sometimes referred to as the “W” number). All HCC students have a unique User ID. If you do not know your User ID you can look it up by visiting the HCC home page:

- From www.hccs.edu, click on “Login Help” under the “Student System Sign In” field
- Then click on “Retrieve User ID” and follow the instructions.

Or use the direct link: <https://hccsaweb.hccs.edu:8080/servlets/iclientservlet/sauat/?cmd=start>
The default student password is “distance.” Students will then be prompted to change their password after their first login. Please visit DE Technical Support website if you need additional assistance with your log in.

HCC Course Withdrawal 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 students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor will “alert” you and Distance Education (DE) counselors that you might fail a class because of excessive absences and/or poor academic performance. Contact your DE professor regarding your academic performance or a DE counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.).

In order to withdraw from your DE class, you **MUST** first contact your DE professor, **PRIOR** to the withdrawal deadline to receive a “W” on your transcript. After the withdrawal deadline has passed, you will receive the grade that you would have earned. Zeros averaged in for required coursework not submitted will lower your semester average significantly, most likely resulting in a failing grade of an “F”. It is the responsibility of the student to withdraw from the class; however, your professor reserves the right to withdraw you without your request due to excessive absences. If you do not feel comfortable contacting your professor to withdraw, you may contact a DE counselor. However, please do not contact both a DE counselor and your DE professor to request a withdrawal; either one is sufficient.

The final withdrawal deadline for regular term is April 9, 2009 at 4:30pm. The “W” deadline for Second Start classes is April 16, 2009 at 4:30pm. Classes of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please review HCC’s online “Academic Calendars by Term” or contact the HCC Registrar’s Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

STUDENT SERVICES

DISTANCE EDUCATION ADVISING AND COUNSELING SERVICES

Much DE student information can be found on the DE Student Services website: www.de.hccs.edu. Advising or counseling can be accomplished through our online request form (quickest and recommended), by telephone at 713/718-5275 - option # 4, or via email at decounseling@hccs.edu. Student Services Associates (SSA) and Counselors can assist students with admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. In-person, confidential sessions, can also be scheduled to provide brief counseling and community referrals to address personal concerns impacting academic success.

INTERNATIONAL STUDENTS

International Students are restricted to **ONLY ONE** online/distance education class per semester. Please contact the International Student Office at 713-718-8520 if you have additional 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. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

Students who are requesting special testing accommodations must first contact the appropriate (most convenient) DSS office for assistance:

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 assigned to their professor.

NOTICE FOR STUDENTS OUTSIDE OF HCC SERVICE AREA

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. Please see the DE Student Services Additional Resources webpage for more information.

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.

USE OF CAMERAS OR RECORDING DEVICES

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

HCCS POLICIES

Students are responsible for adhering to and following College policies. The Student Handbook is an excellent source of information for the student concerning these policies. The link for the student handbook is located at <http://www.hccs.edu/students/handbook/HandbookHome2.html>. Students should familiarize themselves concerning class attendance, withdrawals, scholastic dishonesty, and college services.

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.

DROP OR WITHDRAWAL POLICIES

A student may drop a course or withdraw from the college by following the procedure outlined by the Campus Director. Should circumstances prevent a student from appearing in person to withdraw, withdrawal may be completed by writing to the Registrar's Office. A drop or withdrawal request will not be accepted by telephone. A student who ceases to attend a class without officially dropping or withdrawing, will be given a grade of "F" for non-attendance. A semester-hour student who fails to attend classes by the twelfth class day of a regular term will be administratively withdrawn from the class roll. Students who officially withdraw from a course during the first twelve days of a regular term will not receive a grade and the course will not appear in their permanent records. Students withdrawing from a course after this period and prior to the deadline designated in the college calendar will receive a "W". A student may not withdraw from a course during the last two weeks prior to the final examination period.

ACADEMIC DISHONESTY

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 Student Handbook for further information regarding Academic Dishonesty.

THREE-PEATER POLICY

NOTICE: Students who take a course for the third time or more will face significant tuition/fee increases at HCC and other Texas public colleges and universities. If you are considering course withdrawal because you are not earning passing grades, confer with your professor/counselor as early as possible about your study habits, reading and writing homework, test-taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

DEGREE PLAN

Students are encouraged to file a degree plan with a Counselor or the Business Technology Department for the certificate and/or degree plan. Please ask your instructor for Degree Plan information or contact the Business Technology Department at 713-718-7808 for information about filing a degree plan.

DISTANCE EDUCATION ADVISING AND COUNSELING SERVICES

Advising can be accomplished by telephone at 713/718-5275 - option # 4, via email at de.counseling@hccs.edu by visiting the Distance Education Office at the HCC Administration Building, 3100 Main Street, 3rd floor and/or by on-site advising at other HCC locations upon request. Confidential sessions with the distance education counselors will help students understand admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. Houston Community College counselors also maintain a local referral base in order to provide appropriate referrals to students with personal or family issues that may require long-term solutions.

CLASS ATTENDANCE/ON-LINE PARTICIPATION

Students are to submit assignments and timed writings as scheduled on the Activity Sheet. Class attendance/on-line participation is the responsibility of the student. It is also the responsibility of the student to consult with the instructor regarding any on-line problems. Class attendance is checked regularly by the instructor. A student may miss 12.5% of total class hours after the missed amount of hours; the student will be dropped from the class. *Reports of excessive absence will be sent to the Veterans Administration, Social Security Office and other agencies responsible for aid to the student when appropriate.*

NOTE TO STUDENT: If you have any questions or concerns about the course and/or course assignments, please e-mail me through Blackboard. If your concerns are not resolved, you are encouraged to contact, Meenu Sharma, Division Chair at 713.718.8544: (M-F /9:00am to 4:00pm). .

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 Blackboard

HCCS Grading System

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

GRADES	SCOREe
A-Excellent	90-100
B-Good	80-89
C-Fair	70-79
D-Passing	60-69
F-Failure	0-59

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:

Required Text Documents	75%
Final Exam	25%
TOTAL	100%

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.

**WEEKLY SCHEDULE
LEGAL TRANSCRIPTION
(POFL 1359)**

WEEK	CHAPTERS/ACTIVITIES
1	Distance Education Orientation “Introduction: Working in the Legal Office of the 90’s”
2	Chapter 1: Initiating a Lawsuit
3	Chapter 2: Answering a Lawsuit
4	Chapter 3: Discovery/Judgment
5	Chapter 4: Preparing Correspondence
6	Chapter 5: Wills
7	Chapter 6: Probate Procedure
8	Chapter 7: Guardianships, Conservatorships, and Name Changes
9	Chapter 8: Termination of Marriage Chapter 9: Adoptions and Paternity
10	Chapter 10: Contracts Chapter 11: Corporations
11	Chapter 12: Real Estate Chapter 14: Typing Citations
12	REVIEW/FINAL EXAM

JOB PLACEMENT FOR HCCS STUDENTS:

Students interested in “Job Placement”, please do the following:

Go to: [HTTP://HCCS.EDU](http://HCCS.EDU), Select *Coleman*

Under related links on the left side click: *Job Placement*

Under Services for students: Select *Job Connections*

On the Job Connections page: Select *new applicant register here*

Enter all relevant information. HCC Student ID REQUIRED.