

COURSE INFORMATION

Course Number:	AOT 213
Course Title:	Legal Document Production
Lec Hours/Week:	3.0
Lab Hours/Week:	0
Credit Hours:	3.0

DL ATTENDANCE/VA STATEMENT TEXTBOOK INFORMATION

COURSE DESCRIPTION

This course introduces legal terminology and covers the production of documents found in the legal office environment. Emphasis is on productivity and excellence in legal document production.

COURSE COMPETENCIES

The following competencies are required in each of the five modules.

- Select and use appropriate general and specialty reference materials.
- Transcribe authentic legal dictation requiring concentration and listening skills.
- Proofread and correct transcripts to produce error-free documents.
- Use legal terms correctly according to the content and purpose of the dictation.

Module #1

- Demonstrate correct usage of general legal and court terms according to the content and purpose of the dictation.

Module #2

- Demonstrate correct usage of litigation terms according to the content and purpose of the dictation.

Module #3

- Demonstrate correct usage of civil action, criminal law, and probate terms according to the content and purpose of the dictation

Module #4

- Demonstrate correct usage of real property, contract, and domestic relations according to the content and purpose of the dictation.

Module #5

- Demonstrate correct usage of commercial paper, bankruptcy, equity, partnership, and corporation terms according to the content and purpose of the dictation.

MINIMUM STANDARDS

- Students are to complete the various documents for each module. Transcription documents from each of the five modules will be graded.
- Terminology quizzes will be administered for each module.
- Type at least 40 words per minute with 97 percent accuracy.
- Students must earn a grade average of 70 to pass the course.

COURSE REQUIREMENTS

All students are responsible for attaining competencies through completion of the following course requirements:

- Timed writings
- Completing assignments
- Correctly spelling, pronouncing, and defining legal terms
- Transcribing legal dictation in correct format

Academic Integrity

The policies stated in the York Technical College Catalog and Handbook will be enforced. "The College reserves the right to decline admission, to suspend, or to require the withdrawal of anyone whose conduct is disruptive to the educational process. Any student caught cheating or involved in any other academic dishonesty will be given a grade of zero and will be subject to further disciplinary action."

Attendance

The attendance policy as stated in the York Technical College Catalog and Handbook will be enforced. Attendance is required on test days unless the student has a doctor's excuse, death notice, etc., indicating an unusual circumstance for the absence. If a student must be absent on a test day, the student should make arrangements with the instructor to take the test before the absence.

EVALUATION STRATEGIES/GRADING

- Legal document transcribed on a daily basis. The student will complete all of the documents for each module. Each error counts off 2 points from a 100-point basis.
- Legal terminology quizzes will be given on each specialty. Each test will consist of 25 terms. Each error counts off 4 points from a 100-point basis.
- Each module counts 20 percent of the grade. The average of the five modules constitutes the final grade. An overall grade of 70 is required.

Grading Scale

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
Below 60	F

ENTRY LEVEL SKILLS

A student entering this course should have earned a grade of "C" or better in AOT 110 or AOT 210 or successfully passed the appropriate exemption test.

PREREQUISITES

Minimum grade of C on AOT 110 or AOT 210 and AOT 134

OTHER INFORMATION

- Student is required to purchase/provide a set of earphones to use with the transcribing equipment.
- Disk: A 3.5 inch disk is recommended to backup files from the classroom computer hard drive.
- A student ID card will be required to use the computer lab facilities.