

Miami-Dade Community College
OST 2251 - LEGAL DICTATION & TRANSCRIPTION

Course Description: The purpose of this course is to develop the skills in spelling legal terms, taking dictation, and transcribing legal material.

3 Credits

Prerequisite: OST 2602

Course Competencies:

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| Competency 1: | The Student will demonstrate the knowledge of legal terminology and procedures by <ol style="list-style-type: none">a. recognizing accurately spelled common legal terms.b. knowing the definition of common legal terms.c. writing on a steno machine from familiar textbook teacher dictated material.d. using a steno machine to write practice material from audio tapes. |
| Competency 2: | The Student will create legal documents from dictated material on cassette tapes directly on the computer by <ol style="list-style-type: none">a. transcribing documents associated with initiating a lawsuit, including a complaint, a summons, and a motion for judgment.b. transcribing documents associated with answering a law suit, including an answer to a complaint, a motion to dismiss, and an affidavit to support a motion to dismiss.c. transcribing documents associated with discovery and judgment, including a subpoena, a notice of taking a deposition, and a final judgment.d. transcribing correspondence associated with a litigation.e. transcribing documents associated a last will and testament and a codicil. |
| Competency 3: | The Student will create legal documents by <ol style="list-style-type: none">a. writing on a steno machine from unfamiliar teacher dictated material at 120 wpm for three minutes.b. transcribing from steno machine notes on the computer and/or using a CAT system with 97 percent accuracy. |

The mission of Miami-Dade Community College is to provide accessible, affordable, high quality education by keeping the learner's needs at the center of decision making and working in partnership with its dynamic, multi-cultural community.