



STARK STATE COLLEGE

GENERAL SYLLABUS

Course Information

Course Name: Legal Transcription
Course Number: AOT239

Required Materials

Textbook(s): *Legal Transcription, 3rd Edition*, by Linda Lyle and G. Howard Doty, Paradigm Publishing, ISBN# 978-0-76384-204-8. The Stark State Bookstore has this textbook available as a looseleaf printed version because the textbook is out of print.

Required Readings: None

Additional Materials: Microsoft Word

Course Outline/Calendar

The date of coverage and order of coverage may be modified based on the faculty member and events beyond the control of faculty members that interfere with class times and teaching.

Week	Chapter/Topic/Lab
Week 1	Course Introduction Equipment Orientation Assignments: <ul style="list-style-type: none"> • Syllabus Quiz • Honesty in Learning Quiz Read: Chapter 1 Initiating a Lawsuit
Week 2	Lecture: Chapter 1 Initiating a Lawsuit Assignments: <ul style="list-style-type: none"> • Chapter 1 Homework • Chapter 1 Quiz (<i>timed 10 minutes, multiple choice</i>) • Project 1-1 • Project 1-3 (<i>submit Project 1-1 and 1-3 as a zip file to the Chapter 1 Projects Dropbox for credit</i>) Read: Chapter 2 Answering a Lawsuit

Week 3	<p>Lecture: Chapter 2 Answering a Lawsuit</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Chapter 2 Homework • Chapter 2 Quiz (timed 10 minutes, multiple choice) • Project 2-1 • Project 2-2 (submit Project 2-1 and 2-2 as a zip file to the Chapter 2 Projects dropbox for credit) <p>Read: Chapter 3 Discovery/Judgment</p>
Week 4	<p>Lecture: Chapter 3 Discovery/Judgement</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Chapter 3 Homework • Chapter 3 Quiz (timed 10 minutes, multiple choice) • Project 3-2 • Project 3-7 (submit Project 3-2 and 3-7 as a zip file to the Chapter 3 Projects dropbox for credit) <p>Read: Chapter 4 Preparing Correspondence</p>
Week 5	<p>Lecture: Chapter 4 Preparing Correspondence</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Chapter 4 Homework • Chapter 4 Quiz (timed 10 minutes, multiple choice) • Project 4-1 • Project 4-3 • Project 4-4 • Project 4-8 (submit Project 4-1, 4-3, 4-4, and 4-8 as a zip file to the Chapter 4 Projects dropbox for credit) <p>Read: Chapter 5 Wills</p>
Week 6	<p>Lecture: Chapter 5 Wills</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Chapter 5 Homework • Chapter 5 Quiz • Project 5-1 • Project 5-2 (submit Project 5-1 and 5-2 as a zip file to the Chapter 5 Projects dropbox for credit) <p>Read: Chapter 6 Probate Procedures</p>
Week 7	<p>Lecture: Chapter 6 Probate Procedures</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Chapter 6 Homework • Chapter 6 Quiz (timed 10 minutes, multiple choice) • Project 6-1 • Project 6-5 (submit Projects 6-1 and 6-5 as a zip file to the Chapter 6 Projects dropbox for credit) <p>Read: Chapter 7 Guardianships, Conservatorships, and Name Changes</p>
Week 8	<p>Lecture: Chapter 7 Guardianships, Conservatorships, and Name Changes</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Chapter 7 Homework • Chapter 7 Quiz (timed 10 minutes, multiple choice) • Project 7-1 • Project 7-2 (submit Projects 7-1 and 7-2 as a zip file to the Chapter 7 Projects dropbox for credit) <p>Read: Chapter 8 Termination of Marriage</p>

Week 9/10	<p>Lecture: Chapter 8 Termination of Marriage</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Chapter 8 Homework • Chapter 8 Quiz (timed 10 minutes, multiple choice) • Project 8-2 • Project 8-4 (submit Projects 8-2 and 8-4 as a zip file to the Chapter 8 Projects dropbox for credit) <p>Read: Chapter 9 Adoptions and Paternity</p>
Week 11	<p>Lecture: Chapter 9 Adoptions and Paternity</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Chapter 9 Homework • Chapter 9 Quiz (timed 10 minutes, multiple choice) • Project 9-1 • Project 9-3 (submit Projects 9-1 and 9-3 as a zip file to the Chapter 9 Projects dropbox for credit) <p>Read: Chapter 10 Contracts</p>
Week 12	<p>Lecture: Chapter 10 Contracts</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Chapter 10 Homework • Chapter 10 Quiz (timed 10 minutes, multiple choice) • Project 10-1 • Project 10-2 (submit Projects 10-1 and 10-2 as a zip file to the Chapter 10 Projects dropbox for credit) <p>Read: Chapter 11 Corporations and Limited Liability Companies</p>
Week 13	<p>Lecture: Chapter 11 Corporations and Limited Liability Companies</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Chapter 11 Homework • Chapter 11 Quiz (timed 10 minutes, multiple choice) • Project 11-2 • Project 11-4 • Project 11-7 (submit Projects 11-2, 11-4, and 11-7 as a zip file to the Chapter 11 Projects dropbox for credit) <p>Read: Chapter 12 Real Estate</p>
Week 14	<p>Lecture: Chapter 12 Real Estate</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Chapter 12 Homework • Chapter 12 Quiz timed 10 minutes, multiple choice)
Week 15/16	Final Exam: Chapters 10-12 and open lab