**OT 228: LEGAL DOCUMENT TERMINOLOGY**  
Fall 2007  
5 Credits

**Instructor:** Susan Quinn  
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**Description:** This course is designed to give the student a background in basic legal terminology. The student who successfully completes this course will be able to correctly spell, pronounce, and define the legal terms presented, as well as transcribe them on a computer. The comprehensive course covers thirteen areas of law in addition to terms dealing with the courts, legal systems, and litigation procedures.

**Text:** Legal Studies, Legal Terminology and Transcription

**Outcomes:**

Students successfully completing the course will have the ability to:

- Correctly spell, pronounce, and define legal terms.
- Recognize formats, styles, punctuations, spellings, and customs within the legal office.
- Recognize and become familiar with the major fields of law.

**Teaching Methodology:** The class will consist primarily of hands-on experiences from assignments within the textbook. Terminology tests are given throughout the quarter.

**Timings:** Timings on legal topics will be completed each week to continue developing fast and accurate keying speeds.

<table>
<thead>
<tr>
<th>Timings</th>
<th>Avg of best 1, 3, and 5 minute timing per week</th>
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</thead>
<tbody>
<tr>
<td>Timings not taken</td>
<td>recorded as “O” nwpm</td>
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| 75 nwpm = 100%      | 40 nwpm = 65%       |
| 70 nwpm = 95%       | 35 nwpm = 60%       |
| 65 nwpm = 90%       | 30 nwpm = 55%       |
| 60 nwpm = 85%       | 25 nwpm = 50%       |
| 55 nwmp = 80%       | 20 nwpm = 45%       |
| 50 nwpm = 75%       | 15 nwpm = 40%       |
| 45 nwpm = 70%       | 10 nwpm = 35%       |

**Grading:**

- Legal Timings................................. 10%
- Chapter Activities ......................... 30%  
  - Quality and accuracy of your work
- Terminology Evaluations .................... 60%

Each assignment, quiz, exam, etc., will have a total possible point value assigned to it. Completed tasks/ tests will be evaluated and awarded a point value. **No late assignments, tests, quizzes will be awarded point values.**

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**FINAL GRADING:**

Grades will be assigned as listed below based on the percentage of total points earned divided by the total number of possible points.

- A = 93 - 100%
- A- = 90 - 92%
- B+ = 87 - 89%
- B = 83 - 86%
- B- = 80 - 82%
- C+ = 77 - 79%
- C = 73 - 76%
- C- = 70 - 72%
- D+ = 67 - 69%
- D = 60 - 66%
- F = Below 60%