

Print Date: 1/15/15

**Course Objectives/Course Outline**  
**Spokane Community College**

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**Course Title:** Legal Machine Transcription

**Prefix and Course Number:** LSEC 244

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**Course Learning Outcomes:**

**By the end of this course, a student should be able to:**

- Understand basic legal document transcription and its relation to the law office, the courts, and applicable Washington Court Rules

**Course Outline:**

- I. Introduction:
  - A. Develop proficiency in:
    1. Personal computers
      - a. Production of rough draft
      - b. Usable legal copy from voice transcribers
      - c. Proofreading and editing
      - d. Washington course forms
- II. Critical Thinking skills Development
  - A. Applications