

In as little as four months—or take longer if you wish—you can be ready to start making money as a Legal Transcriptionist. U.S. Career Institute prepares you to work at home, in the offices of legal firms or city, county and federal courts...even work for a private transcription service. This outline gives you a preview of what you will learn.

## INSTRUCTION PACK I

### *Lesson 1: Welcome to Your Exciting New Career as a Legal Transcriptionist*

Legal transcription—an exciting, profitable and growing field—is an integral part of today's legal system. And you're about to become part of it! Lesson 1 introduces you to the history of the legal transcription field. It explains the urgent need for transcription services and demonstrates the unique roles that legal transcriptionists play as they assist court reporters.

**Lesson 2: Your Role as a Legal Transcriptionist**  
Court reporters and legal transcriptionists depend on one another. Prepare to walk in the professional shoes of both. Experience an ordinary day as a court reporter and observe a typical transcriptionist hard at work.

### *Lesson 3: Criminal Law 1—Events Leading to a Trial*

In this lesson, tour the criminal justice system, compare and contrast criminal and civil law and study the definitions of legal terms that you will use in your chosen profession.

### *Lesson 4: Criminal Law 2—Drama in a Courtroom*

Follow a trial from jury selection to sentencing and study how legal terms relate to one another.

#### **Also Included in Pack I:**

- "You Can Do It" CD
- Legal Transcription CD
- Practice Rite Board with Pen

## INSTRUCTION PACK II

### *Lesson 5: Civil Law 1—Preparing a Lawsuit*

In this lesson, you will learn to pronounce and spell terms associated with civil lawsuits.

### *Lesson 6: Civil Law 2—The Civil Trial and Legal Specialties*

You will learn about civil trials as well as terms associated with different legal specialties such as personal injury and family law.

### *Lesson 7: How and Where to Look Up Information*

You'll discover research skills and techniques that will help you produce accurate and thorough transcripts for your court reporters.

### *Lesson 8: Medical Word Building*

Knowledge of medical terminology is essential when recording much of court testimony. This lesson introduces the simple word-building system you'll use to master medical terms.

### *Lesson 9: How the Body Is Organized*

From cells to tissues to organs to systems, you'll learn how the body is organized.

#### **Also Included in Pack II:**

- Quick-Learn Kit: Pocket Folder, Tutor & Flashcards



**Total convenience!** Your lessons, equipment...everything is delivered right to your doorstep. What could be easier?

## INSTRUCTION PACK III

### *Lesson 10: Organ Systems From Skin to Bones*

You'll learn specialized terms used in connection with the integumentary system (the skin), the neurological system, the cardiovascular system, the musculo-skeletal system and the immune system.

### *Lesson 11: Organ Systems From Respiratory to Reproductive*

You'll learn specialized terms used in connection with the respiratory system, the gastrointestinal system, the genitourinary system, the reproductive system and the endocrine system.

### *Lesson 12: Punctuation and Style From Clauses to Pauses*

The punctuation for legal transcripts is very specific and sometimes different from the rules for punctuating other texts. This lesson focuses on the uses of periods, commas, question marks, semicolons, colons and dashes.

### *Lesson 13: Punctuation and Style from Quotes to Capitals*

You'll learn about quotation marks, apostrophes, hyphens and parentheses, plus proper style for using abbreviations and other sentence structures.

### *Lesson 14: Phonetics—Word Sounds*

Court reporters write words according to how they sound, not according to how they are spelled. You'll learn all about this system of phonetics.

### *Lesson 15: Beginning Stenotype*

This lesson will introduce you to the stenograph keyboard. You will begin reading single words in stenotype.

#### **Also Included in Pack III:**

- Quick-Learn Flashcards
- Quick-Learn Guide for Punctuation
- Quick-Look Legal and Medical Glossary
- Stenotype Keyboard Reference Card and Letter Guides

## INSTRUCTION PACK IV

### *Lesson 16: Stenotype—Punctuation, qu-, ch-, d-, le-, -ing, -ity*

In this lesson, you will learn how to read basic stenotype punctuation and the combination letters for the sounds and spellings listed above.

**Lesson 17: Stenotype—n-, -bility, -ng, -nj, -nk, -nt, -m, -ment, -k, Omitting Final -t, Asterisks**  
You will learn how to read the combination letters for the above sounds.

**Lesson 18: Stenotype—f-, n-, l-, b-, m-, g-, -j/Soft -g**  
The combination letters for six new initial sounds and one new ending sound will be covered in this lesson.

**Lesson 19: Stenotype—j-/Soft g-, v-, y-, Middle Consonant y, -ch, Arbitrary Signs, -sh, -th, com-**  
You will learn how to read the combination letters for eight new sounds. You will learn briefs and phrases that use these letters.

**Lesson 20: Stenotype—x-, -x, Speakers' Arbitrary Signs, Alphabet, Punctuation, Special Prefixes and Suffixes**

You'll discover the combination letters for the initial and final sound x. You will learn to read certain prefixes and suffixes that are abbreviated in legal notes.

**Lesson 21: Stenotype—Times, Dates, Numbers and Conflict Words**

You'll find out how numbers, dates and time references are indicated in legal notes. You'll also learn about homophones, or words that sound the same.

#### **Also Included in Pack IV:**

- Quick-Learn Flashcards
- Equipment Guide

## INSTRUCTION PACK V

### *Lesson 22: Reading Stenotype—Legal and Medical Terms*

This lesson gives you practical experience reading legal and medical terms that have been written in stenotype.

### *Lesson 23: Preparing a Legal Transcript*

There are many special terms associated with the parts of a legal transcript. You will practice formatting the special pages.

### *Lesson 24: Preparing the Body of the Transcript*

Learn all the guidelines involved in formatting the transcript and how to handle witness setups, examinations and interruptions in the testimony.

### *Lesson 25: Real-Life Transcription I*

Bringing together all the skills you have gained throughout the course, you will transcribe two depositions from actual court reporters' notes.

### *Lesson 26: Real-Life Transcription II*

You'll continue developing your skills by transcribing two more depositions.

### *Lesson 27: Real-Life Transcription III*

The two transcripts you will complete in this lesson include practice in drug research, more complex medical testimony and handling exhibits.

### *Lesson 28: Real-Life Transcription IV*

You will further build confidence in your skills as you complete two final depositions that will demonstrate to court reporters your proficiency as a Legal Transcriptionist.

#### **Also Included in Pack V:**

- Format Template
- CAT Supplement
- Briefs and Phrases Reference Finder
- Desk Reference for Legal Transcriptionists
- Legal Transcriptionist Career Starter Kit
- Transcript Cover Sheets and Return Envelopes



U.S. Career Institute®

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# Here's What You Get!



All this is yours to use and keep! Everything you need—books, lessons, learning aids and much, much more!

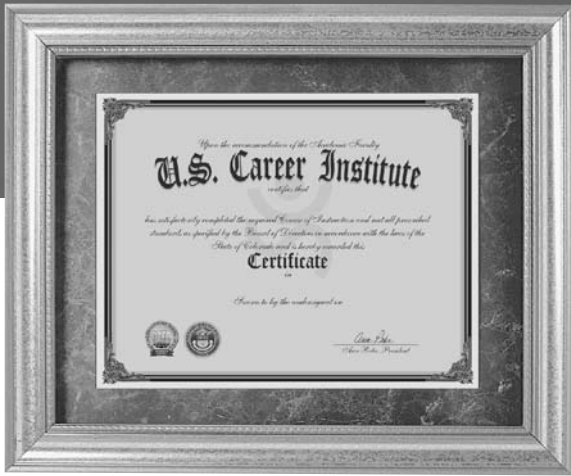


- Quick Reference Flashcards—Make learning definitions and pronunciation easy!

*Pam*

We reserve the right to substitute items of equal or greater value when it becomes necessary.

You'll be specially trained to work at home as well as for legal firms, government agencies and public and private corporations.



Your Certificate from U.S. Career Institute designates you as a trained Legal Transcriptionist. You will be proud to display it in your home or office as a symbol of your achievement!



Every U.S. Career Institute graduate is fully qualified to work in private legal offices, or for government and private agencies and corporations. So whether you prefer to work at home or in an office, you can look forward to making up to \$40,000 a year or more as an experienced Legal Transcriptionist.

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When we started our school over 25 years ago, we wanted to place special emphasis on making it easy for people with families to work at home.

We've trained thousands of people to start making a good living working in a career they love. We know we can do the same for you—you have our word on that!

*Pam Weston*  
Founder