

# OAD 200: Machine Transcription

This course is designed to develop marketable skills in transcribing various forms of dictated material through classroom instruction. Emphasis is on the use of microcomputers and a commercial word processing package. Upon completion, the student should be able to accurately transcribe documents from dictated recordings.

**Credits:** 3

**Transfer Code:** Transfer Code

Code C

**Lab Hours:** 0

**Lecture Hours:** 3

0

**Prerequisites:**

OAD 103