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# 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

**Lecture Hours** 3

**Lab Hours** 0

**Manipulative Hours** 0

**Transfer Code**

Code C

Core Course

**Prerequisite Courses**

OAD 103