

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