

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

Prerequisites

OAD 103 or advisor approval.