

# 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. Students must complete this course with at least a "C" average.

**Credits:** 3

**Program:** [Office Administration](#)