

OAD 202: Legal Transcription

This course is designed to familiarize students with legal terms and provide transcription skill development in the production of legal correspondence, forms, and court documents through classroom instruction and outside lab. Emphasis is on transcribing legal documents from dictated recordings. Upon completion, students should be able to demonstrate the ability to transcribe accurately formatted legal documents. Students must complete this course with at least a "C" average.

Credits: 3

Prerequisites:

OAD 103 with a grade of "C" or above or permission of instructor.

Program: [Office Administration](#)