

# 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 lab exercises. Emphasis is on transcribing error-free legal documents using transcription equipment. Upon completion, students should be able to demonstrate the ability to accurately transcribe legal documents that are appropriately formatted.

**hours:** 3

**Prerequisites:**

OAD 103 or permission of instructor

**Program:** Office Administration