



Legal Transcriptionist Short-Term Certificate

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	STUDENT PROGRESS	
	<u>Grade</u>	<u>Term Completed</u>
Area V—Professional, Major and Elective Courses: 25		
• ORI 101 - Orientation to College..... 1	_____	_____
• BUS 215 - Business Communication 3	_____	_____
• BUS 263 - The Legal and Social Environment of Business 3	_____	_____
• OAD 101 - Beginning Keyboarding..... 3	_____	_____
• OAD 103 - Intermediate Keyboarding 3	_____	_____
• OAD 104 - Advanced Keyboarding..... 3	_____	_____
• OAD 125 - Word Processing..... 3	_____	_____
• OAD 200 - Machine Transcription..... 3	_____	_____
• OAD 202 - Legal Transcription 3	_____	_____
Total Hours Required for Certificate: 25		