

The goals and objectives of the Certificate of Completion for Transcription and Office Support: Voice Writing are designed to prepare students pursuing careers transcribing legal, medical, or general material, and/or providing office technology/office computer applications support with the relevant skills required. Transcribers, also known as transcriptionists, convert speech (either live or recorded) into written or electronic text documents. Transcription services are often provided for business, legal, or medical purposes. Transcribers may work from home ^{work}—