

Miami-Dade Community College
OST 2221 -- MACHINE SHORTHAND 1

Course Description: This is the beginning course in machine shorthand. This course emphasizes learning to write the Phoenix theory on the shorthand machine as well as the ability to read rapidly from shorthand notes. The student will be required to write vocabulary words on the shorthand machine and then transcribe them into correct English. Good skills in grammar and spelling are necessary for success in this course.

4 Credits

Prerequisite: OST1100 (Beginning Keyboarding) or credit by examination. Students entering this course should have good skills in grammar, spelling, and punctuation. It is suggested that the student have completed Business English or at least be registered in the class while taking this course.

Course Competencies:

Competency 1:	The student will correctly operate a stenotype machine by <ol style="list-style-type: none">a. demonstrating knowledge of the keyboard.b. completing a series of homework assignments.c. completing a series of reading exercises.
Competency 2:	The student will demonstrate knowledge of the machine shorthand theory by <ol style="list-style-type: none">a. interpreting shorthand notes and writing correctly punctuated sentences using grammatically correct forms.b. completing a series of theory tests consisting of words, briefs, phrases, numbers, etc.

The mission of Miami-Dade Community College is to provide accessible, affordable, high quality education by keeping the learner's needs at the center of decision making and working in partnership with its dynamic, multi-cultural community.