Miami-Dade Community College
OST 2222 -- MACHINE SHORTHAND 2

Course Description: This is the second course in machine shorthand.   This course emphasizes reviewing the Phoenix theory on the shorthand machine as well as to continue to increase speed on the shorthand machine.   The student will be required to take timed dictation on the shorthand machine and then transcribe on a keyboard utilizing all the skills of a good transcriptionist.   Good skills in grammar and spelling are necessary for success in this course.

4 Credits

Prerequisite: OST2221 (Machine Shorthand 1).
Students entering this course should have earned a minimum of a "C" grade in Machine Shorthand 1 or the equivalent (passed theory tests with 80 percent accuracy), should be able to type at least 35 words per minute, and should have good skills in grammar, spelling, and punctuation.   It is suggested that the student have completed Business English and should be enrolled in Court Procedures and Law Terms.

Course Competencies:

Competency 1:	The student will demonstrate knowledge of the machine shorthand theory by

    a.   interpreting shorthand notes and writing correctly punctuated sentences using grammatically correct forms.

    b.   writing a series of theory tests consisting of words, briefs, phrases, numbers, etc.

Competency 2:	The student will demonstrate the ability to create transcripts from dictation by

    a.   transcribing new matter dictation for **two** minutes at 80 words per minute on straight material.