

**Miami-Dade Community College**  
**OST 2223 -- MACHINE SHORTHAND 3**

Course Description: This is the intermediate course in machine shorthand. This course emphasizes two-voice dictation, jury charge, and literary dictation. 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.

*3 Credits*

Prerequisite: OST2222 (Machine Shorthand 2).

Students entering this course should have earned a minimum of a “C” grade in Machine Shorthand 2 or the equivalent (passed dictation tests at 80 wpm for three minutes with 97 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 recommended that the student have completed or be enrolled in Keyboarding Applications and Word Processing.

Course Competencies:

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

- a. writing a series of vocabulary 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 **three** minutes at 100 words per minute on literary material.
- b. transcribing new matter dictation for **three** minutes at 110 words per minute on jury charge material.
- c. transcribing new matter dictation for **three** minutes at 120 words per minute on testimony material.

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.