

**Miami-Dade Community College**  
**OST 2224 – MACHINE SHORTHAND 4**

Course Description: This is the fourth 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: OST2223 (Machine Shorthand 3).

Students entering this course should have earned a minimum of a “C” grade in Machine Shorthand 3 or the equivalent (passed literary dictation at 100 wpm, jury charge dictation at 110 wpm, and testimony at 120 for three minutes with 97 percent accuracy), should be able to type at least 45 words per minute, and should have good skills in grammar, spelling, and punctuation. At this time the student should have completed or be enrolled in Business Writing and Legal Dictation and Transcription.

Course Competencies:

Competency 1:	The Student will demonstrate knowledge of the machine shorthand theory by <ol style="list-style-type: none"><li>a. writing a series of vocabulary tests consisting of words, briefs, phrases, numbers, etc.</li></ol>
Competency 2:	The Student will demonstrate the ability to create transcripts from dictation by <ol style="list-style-type: none"><li>a. transcribing new matter dictation for <b>four</b> minutes at 120 words per minute on literary material.</li><li>b. transcribing new matter dictation for <b>four</b> minutes at 140 words per minute on jury charge.</li><li>c. transcribing new matter dictation for <b>four</b> minutes at 150 words per minute on testimony material.</li></ol>

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.