

Miami-Dade Community College
OST 2226 – MACHINE SHORTHAND 6

Course Description: This is the final course in machine shorthand. This course emphasizes achieving the speeds on two-voice dictation, jury charge, and literary dictation for passing the Registered Professional Reporter exam given by the National Court Reporters Association as well as interning in the courts, and polishing the skills needed to become a successful court reporter.

3 Credits

Prerequisite: OST2225 (Machine Shorthand 5).

Students entering this course should have earned a minimum of a “C” grade in Machine Shorthand 5 or the equivalent (passed literary dictation at 150 wpm, jury charge dictation at 170 wpm, and testimony dictation at 180 wpm for five 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 Medical Dictation and Transcription, Legal Dictation and Transcription, and Court Procedures and Law Terms.

Course Competencies:

Competency 1:	The student will emulate the role of a court reporter by <ol style="list-style-type: none">a. completing a 30-hour internship with emphasis on experiencing a variety of proceedings in preparation for graduation.b. submitting a notebook of transcripts taken at various proceedings during the 30-hour internship.c. reporting and transcribing a deposition, a trial proceeding, and a hearing.d. applying for and becoming a notary public.e. dictating from shorthand notes into a tape recorder for a keyboardist to transcribe.
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Competency 2:	The student will demonstrate the ability to create transcripts from dictation by <ol style="list-style-type: none">a. transcribing new matter dictation tests for five minutes at 180 words per minute on literary material.b. transcribing new matter dictation tests for five minutes at 200 words per minute on jury charge material.c. transcribing new matter dictation tests for five minutes at 225 words per minute on testimony material.
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Competency 3:	The student will create resource materials by <ol style="list-style-type: none">a. building a CAT (Computer Aided Transcript) dictionary.
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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.