

**Miami-Dade Community College**  
**OST 2231- COMPUTER AIDED TRANSCRIPTION**

Course Description: Computer Aided Transcription (CAT) teaches the students the correct techniques to use and procedures to follow when using computer aided transcription hardware and software similar to most computer courses. Students will be given dictation to be written on a stenotype keyboard. The students will prepare transcripts utilizing a computer aided transcription system where a machine shorthand theory will be input, translated, edited, and output. Students will be evaluated on the number of transcripts completed, the quality of transcripts, and attendance.

*3 Credits*

Prerequisite: OST 2221

Course Competencies:

Competency 1:	The Student will demonstrate their knowledge of computer systems by
	a. Identifying computer hardware and peripherals.
	b. Identifying software applications.
	c. Demonstrating knowledge of DOS (Disk Operating System).
	d. Demonstrating knowledge of Windows.
Competency 2:	The Student will demonstrate their knowledge of the CAT system by
	a. Performing care and maintenance of basic computer hardware and setup of a real time system.
	b. Demonstrating the procedures for integrating their CAT system with a personal computer.
	c. Inputting entries into dictionaries.
	d. Deleting entries from dictionaries.
	e. Saving documents onto a disk using the CAT system.
	f. Printing documents using the CAT system.

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.