

... / file! ž ž fi! ! " #& Ł fi' ((žž) *Łž+žž%(, * , - *+ . ž / , *+š " Ł fi " Ł / +š Ł š "

In this course, students have the opportunity to study and apply advanced grammar, punctuation, syntax, and word usage; communication skills; proofreading; and dictation/transcription procedures. Court reporting record keeping and office management software developments are also covered.

Satisfactory Progress

0! š% 0

1žž+ *ž 2, - *% 50 - 54, 1Ł 3 2, - *% 0

) *ž *ž 4- šžž% None

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Not transferable