· ° ° ° ′′ _ ` ı / fiflĿł Žžfi!ł "#\$%& Ŀł fi ' ((\$Žž) *ĿŽ+\$Žž%(, * ° , - *+. ž/, *+\$ " Ŀł fi ° Ł/+\$ ł \$ "

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

Oł \$+% O 1žŽ+ *ž 2, - *% 50 – 54, 1Ł3 2, - *% O) *ž *ž 4- \$\% None *, ~ ž 4- \$\% None / fifl\$% *5i NCCC O25

Not transferable