

**NCCC 016M: 160 WPM: Multi-Voice Focus**

In this course, students have the opportunity to study and apply computer-compatible stenographic or voice theory to recognize and create stenographic outlines and/or voice codes for intermediate-level legal terms and phrases necessary to attain a writing speed of 160 words per minute with a focus on multi-voice writing and transcription. Correct formatting of numbers as applied in legal transcripts recording multiple speakers is presented and reinforced through class activities and assignments. Content and assignments include how to read and interpret the court calendar to identify and apply information critical to the official court reporter.

Satisfactory Progress

**Units:** 0

**Lecture Hours:** 56 – 63, **Lab Hours:** 56 – 63

**Prerequisites:** None

**Co-Requisites:** None

**Advisory:** NCCC 012 or NCCC 012M

Not transferable