NCCC 020M: 200-220 WPM: Multi-Voice Focus

In this course, students have the opportunity to further refine stenographic outlines/voice codes and speed-building techniques to attain accurate writing speeds of up to 200 and 220 words per minute with 97.5 and 95 percent accuracy, respectively. Machine writing and transcription focuses on multi-voice court and deposition reporting skills. Content and assignments include the responsibilities and duties of official and deposition reporting including: reading back; the reporting of testimony and objections; reporting with an interpreter; directing (citing) the witness; certifying questions; and marking, handling, and securing exhibits.

Satisfactory Progress

Units: 0

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

Prerequisites: None
Co-Requisites: None
Advisory: NCCC 018M or NCCC 018

Not transferable