

· · · · · " / file! ž ž fi!! " #& ž ž fi' ((ž ž) *ž ž +ž ž % (, * , - *+ . ž / , *+ž " ž ž fi " ž / +ž ž \$ \$ "

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 ž ž \$ % 0

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

) *ž ž *ž ž 4- \$ ž ž % Nsy