NCCC 026: Advanced English and Office P\*ac+ices f, \* C, - \*+. e/, \*+ing and Ca/+i, ning

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

Oni+s: 0

1ec+ \*e 2, - \*s: 50 - 54, 1a3 2, - \*s: 0

P\*e\*e4- isi+es: