

Program Information

The Anoka Technical College Scoping/Proofreading certificate is a 29-credit program to be completed in one-and-a-half years. Scoping/Proofreading students learn shorthand theory with Judicial Reporting students. Students also take Legal Terminology, Medical Terminology, Realtime Reporting Orientation, Realtime Reporting Technology, Business English and Transcription and English courses. There are three additional classes Scoping/Proofreading students are required to take: Advanced Proofreading and English Skills, Scoping Procedures and Advanced Transcript Production.

Industry and Career Outlook

Scopists and proofreaders work in conjunction with court reporters to produce the final transcript that is prepared from court proceedings or depositions. Transcripts are accurate verbatim written records of the proceedings. At the end of a proceeding, some court reporters send their files to a scopist, who then edits the job for the court reporter. Scopists need to know how to read shorthand notes and use court reporting software. Other court reporters edit their own work but hire proofreaders to read over their transcripts to check for errors.

Scopists and proofreaders are self-employed and are paid by the page. Earnings are contingent on the following: time worked, expertise, speed, and efficiency. Wage information is available from the Minnesota Department of Employment and Economic Development.

Program Essentials

Laptop, steno machine, Case CATalyst student software or professional software. Please see instructor for specific requirements before purchasing any equipment. Also see *Tuition and Fees* for more information.

Program Start Dates

Fall Semester.....August
 Spring Semester January
 Summer session is mandatory for Judicial Reporting students.

Course Prerequisites

Some courses in this program may require a prerequisite. Please see [course descriptions](#) for more details.

Program Sequence

Spring Semester	8
<input type="checkbox"/> JRBC 1000 Realtime Reporting Orientation	1
<input type="checkbox"/> JRBC 1005 Realtime Reporting I	4
<input type="checkbox"/> JRBC 2011 Transcription & English I	3
Summer Semester	7
<input type="checkbox"/> JRBC 1105 Realtime Reporting II	4
<input type="checkbox"/> JRBC 1120 Realtime Reporting Technology	3
Fall Semester	6
<input type="checkbox"/> JRBC 1031 Foundations of Law	3
<input type="checkbox"/> JRBC 2030 Judicial Reporting Procedures	3
Spring Semester	8
<input type="checkbox"/> HLTH 1040 Medical Terminology	2
<input type="checkbox"/> JRBC 2016 Transcription & English II	3
<input type="checkbox"/> JRBC 3101 Scoping Procedures	3

Graduation Requirements

All courses required for this program must be completed with a grade of C or higher.

Faculty Contact

[Jennifer Sati](#), RMR, CRR, CBC, CRI..... 763-576-4064

For information on how to apply, to schedule a tour, or for service during summer hours, contact Enrollment Services at 763-576-7710 or EnrollmentServices@anokatech.edu

Also see: Judicial Reporting AAS and CART and Broadcast Captioning certificate

