

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.

Course Prerequisites

Some courses may require appropriate test score or completion of basic math, basic English and/or reading courses with a “C” or better.

- The prerequisite for JRBC 1005 is ADSC 1003 Introduction to Keyboarding and Speedbuilding or successful Keyboarding test out at 25 wpm or more.

Program Essentials

Laptop, steno machine, Eclipse student software. Students may use a loaner steno machine from the department. See instructor for specific requirements before purchasing any equipment.

Graduation Requirements

All Anoka Technical College students seeking a Scoping/Proofreading certificate must earn a grade of “C” or higher in every course in the program.

Transfer Opportunities

To see how credits from this program may transfer into other Anoka Technical College programs or into a program at another college, visit:

- [Minnesota Transfer](#)
- [Anoka Technical College transfer student](#)

Industry Information

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.

Wages/Outlook/Advancement

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](#).

Start Dates

Fall Semester..... August
Spring Semester January

Program Sequence

First Semester	8
<input type="checkbox"/> JRBC 1000 Realtime Reporting Orientation	1
<input type="checkbox"/> JRBC 1005 Realtime Reporting I	4
<input type="checkbox"/> JRBC 1031 Foundations of Law	3
Second Semester	10
<input type="checkbox"/> JRBC 1105 Realtime Reporting II	4
<input type="checkbox"/> JRBC 1120 Realtime Reporting Technology	3
<input type="checkbox"/> JRBC 2011 Transcription & English I	3
Third Semester	11
<input type="checkbox"/> HLTH 1040 Medical Terminology	2
<input type="checkbox"/> JRBC 2016 Transcription & English II	3
<input type="checkbox"/> JRBC 2030 Judicial Reporting Procedures	3
<input type="checkbox"/> JRBC 3101 Scoping Procedures	3

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](#)



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