



Scoping/Proofreading Program Description

(This Certificate is offered through the Judicial Reporting/Broadcast Captioning Program)

Industry Description

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 Education and the [Minnesota Department of Employment and Economic Development](#)

Program Description

This Certificate is 28 credits to be completed in 1 ½ years. Scoping/Proofreading students learn shorthand theory with Judicial Reporting students. Students will also take Legal Terminology, Medical Terminology, Realtime Reporting Orientation, Realtime Reporting Technology, Business English and Transcription & English. There are three additional classes Scoping/Proofreading students will take: Advanced Proofreading and English Skills, Scoping Procedures, and Advanced Transcript Production.

Graduation Requirements

Students must earn a grade of “C” or better in all coursework in order to graduate.

IMPORTANT ACCUPLACER Test Requirement: ACCUPLACER testing in math, reading and writing. Any needed developmental courses must be completed before receiving a diploma or an A.A.S. award.

