



## 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.

This information is available in alternative formats by calling (763) 576-4700. TTY users can call Minnesota Relay at (800) 627-3529. Anoka Technical College • (763) 576-4700 • 1355 West Highway 10, Anoka, MN 55303 • A member of the Minnesota State Colleges and Universities System • Anoka Technical College is an equal opportunity, affirmative action employer and educator.

### Program Essentials

Estimated Costs

\*Laptop, steno machine, Eclipse student software.

Note: Students may use a loaner steno machine from the department.

\*Please see instructor for specific requirements before purchasing any equipment.

**Length of Program**

Certificate 28 Credits

**Start Dates**

Fall Semester August  
Spring Semester January

\*New theory classes start Fall Semester only. Students wishing to start Spring Semester may take courses on the degree plan without the JRBC prefix.

**Program Contact**

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For information on how to apply or to schedule a campus tour please contact the [Admissions Office](#) at (763) 576-4700 or e-mail [info@anokatech.edu](mailto:info@anokatech.edu).

**Scoping/Proofreading  
Certificate**

**28 Credits**

**No general education credits are required.**

<b>Technical Education</b>		<b>28 credits</b>
JRBC 1000	Realtime Reporting Orientation	1
JRBC 1005	Realtime Reporting I	4
JRBC 1030	Legal Terminology	2
JRBC 1105	Realtime Reporting II	4
JRBC 1120	Realtime Reporting Technology	3
HLTH 1040	Medical Terminology	2
JRBC 2010	Transcription & English I	3
JRBC 2015	Transcription & English II	3
JRBC 3100	Scoping Procedures	2
JRBC 3105	Advanced Proofreading & English Skills	2
JRBC 3110	Advanced Transcript Production	2

\*Students must complete the JRBC classes in sequence.