2015-2016

Scoping/Proofreading

Certificate

Program Information

The Anoka Technical College Scoping/Proofreading certificate is a 28-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. There are three additional classes Scoping/Proofreading students will take: Advanced Proofreading and English Skills, Scoping Procedures and Advanced Transcript Production.

NOTE: This certificate is offered through the Judicial Reporting/Broadcast Captioning program.

Prerequisites

Some courses may require an Accuplacer score or completion of basic math, basic English, and/or reading courses with a "C" or better.

Estimated Costs

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

Graduation Requirements

All Anoka Technical College students seeking an Associate in Applied Science (AAS), diploma, or certification must meet the Grade Point Average (GPA) of 2.0 or higher. Please contact your advisor for any further program graduation requirements.

NOTE: Program plans are subject to change. Please contact your program advisor for the most current program information.

Transfer Opportunities

The Scoping/Proofreading certificate has transferability into the associate in applied science (AAS) degree in Judicial Reporting.

To see how this program transfers to other programs, review the Anoka Tech articulation agreements at Minnesota Transfer. Articulation agreements are transfer agreements with specific programs and partnering schools. These agreements detail how specific courses transfer to a specific program at the partnering school. For a complete list of Anoka Tech's articulation agreements listed by program please see this Minnesota Transfer link. For more information please visit our Transfer page.

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 Education and the Minnesota Department of Employment and Economic Development.

Gainful Employment

Follow this link for a Gainful Employment Report.

TOTAL CREDITS.....28

Technical Education — 28 Credits

☐ 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
☐ JRBC 2011	Transcription & English I	3
☐ JRBC 2016	Transcription & English II	3
☐ JRBC 3100	Scoping Procedures	2
☐ JRBC 3105	Advanced Proofreading & English Skills	2
☐ JRBC 3110	Advanced Transcript Production	2
☐ HLTH 1040	Medical Terminology	2

Students must complete the JRBC classes in sequence.

Also see: Legal Administrative Assistant associate in applied science (AAS) degree and Legal Administrative Assistant diploma

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.*

Faculty Contact

Jennifer Sati, RMR, CRR, CBC, CRI 763-576-4064
For service you may also contact Enrollment Services 763-576-7710

For information on how to apply or to schedule a tour, please contact Admissions by phone 763-576-4700 or by email at info@anokatech.edu

Sample Program Sequence

Full-Time

	Fall Semester	Spring Semester	Summer Semester
FIRST YEAR	JRBC 1000 .....1 JRBC 1005 .....4 JRBC 1030 .....2 **TOTAL.....7**	JRBC 1105 .....4 JRBC 1120 .....3 JRBC 2011 .....3 HLTH 1050 .....2 **TOTAL.....12**	JRBC 2016 .....3 **TOTAL.....3**
SECOND YEAR	**Fall Semester**		
	JRBC 3100 .....2 JRBC 3105 .....2 JRBC 3110 .....2 **TOTAL.....6**		

This information is available in alternative formats by calling 763-576-4069. TTY users can call Minnesota Relay at 800-627-3529 • A member of the Minnesota State Colleges and Universities System • Anoka Technical College is an equal opportunity, affirmative action employer and educator. Accredited by the Higher Learning Commission.

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ANOKA TECHNICAL COLLEGE

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