

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.

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

Course Prerequisites

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

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

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](http://www.mntransfer.org/students/plan/s_agreements.php?numResults=25&archive=false&from_inst=70&from_prog=&to_inst=&Search=Search): (www.mntransfer.org/students/plan/s_agreements.php?numResults=25&archive=false&from_inst=70&from_prog=&to_inst=&Search=Search)
- [Anoka Technical College transfer student](http://www.anokatech.edu/BecomeStudent/Transfers.aspx): (www.anokatech.edu/BecomeStudent/Transfers.aspx)

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](https://mn.gov/deed/job-seekers/job-outlook/) (https://mn.gov/deed/job-seekers/job-outlook/).

Gainful Employment

Follow this link for [Gainful Employment Report](#).

Technical Education: 29 Credits

- JRBC 1000 Realtime Reporting Orientation 1
- JRBC 1005 Realtime Reporting I 4
- JRBC 1031 Foundations of Law 3
- 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 2030 Judicial Reporting Procedures 3
- JRBC 3101 Scoping Procedures 2
- HLTH 1040 Medical Terminology 2

Students must complete the JRBC classes in sequence.

Also see: Judicial Reporting AAS and Broadcast Captioning CART certificate

Start Dates

- Fall Semester..... August
- Spring Semester January

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

Sample Program Sequence

Full Time

	Fall Semester	Spring Semester
1 st YEAR	JRBC 1000 1	JRBC 1105 4
	JRBC 1005 4	JRBC 1120 3
	JRBC 1031 3	JRBC 2011 3
	TOTAL 8	TOTAL 10
2 nd YEAR	JRBC 2016 3	
	JRBC 2030 3	
	JRBC 3101 3	
	HLTH 1040 2	
	TOTAL 11	



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