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
- JRBC 1000 Realtime Reporting Orientation ................ 1
- JRBC 1005 Realtime Reporting I ............................. 4
- JRBC 1031 Foundations of Law ............................. 3
Second Semester .................................................... 10
- JRBC 1105 Realtime Reporting II ........................... 4
- JRBC 1120 Realtime Reporting Technology .......... 3
- JRBC 2011 Transcription & English I .................. 3
Third Semester ....................................................... 11
- HLTH 1040 Medical Terminology ......................... 2
- JRBC 2016 Transcription & English II .................. 3
- JRBC 2030 Judicial Reporting Procedures ............ 3
- JRBC 3101 Scoping Procedures .......................... 2

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