

COMPUTER EDITOR (SCOPIST) CERTIFICATE

PROGRAM CODE: 1C07820N

Financial Aid Eligible

The **Computer Editor (Scopist) Certificate** prepares the student for employment in the field of court reporting working one-on-one with a Certified Shorthand Reporter to prepare and edit official transcripts for court, depositions, hearings, and other venues. STUDENTS MUST FURNISH THEIR OWN MACHINE AND PAPER. To earn a certificate, the student must complete the required courses as listed with a minimum grade of C or better. At least 50% of all course work must be completed at Cypress College. This certificate requires a total of 16.5 units.

Code	Title	Units
Required courses are listed in suggested sequence (14.5 units):		
CTRP 040 C	Beginning Machine Shorthand Theory	3
CTRP 041 C	Court Reporting Theory Review	3
CTRP 071 C	Legal Terminology and Rhetoric	3
CTRP 073AC	Spelling for Modern Business	1
CTRP 073BC	Punctuation for Court Report.	1
CTRP 073CC	Formatting, Style and Usage	1
CTRP 073DC	Proofreading	1
CTRP 097 C	Internship - Scoping Editing	1.5
Electives: Select two units from the following courses (2 units):		2
CTRP 083 C	Computer Aided Transcription - Stenograph	2
CTRP 084 C	Computer Aided Transcription - Eclipse	2
Total Units		16.5

Program Student Learning Outcomes:

OUTCOME 1: Acquire the workforce preparation skills and ability to perform scoping and editing services for working court reporters, hearing reporters, and deposition reporters. The multiple courses that make up this certificate include basic knowledge in spelling, punctuation, formatting and proofreading, along with a knowledge of machine shorthand theory. This coursework is necessary in order to be employed as a scopist/editor.

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- http://www.curricunet.com/Cypress/reports/program_report.cfm?programs_id=1193