

PROOFREADING CERTIFICATE

PROGRAM CODE: 1C31331

The **Proofreading Certificate** provides the student with the necessary knowledge, skills, and background to work in the field of court reporting as a proofreader. To earn a certificate, a student must complete the required courses as listed with a grade of C or better. At least 50 percent of all course work must be completed at Cypress College. This certificate requires a total of 20 units.

Code	Title	Units
Required courses are listed in suggested sequence (20 units):		
CTRP 040 C	Beginning Machine Shorthand Theory	3
CTRP 041 C	Court Reporting Theory Review	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 067 C	Basic Vocabulary Development	2
CTRP 068 C	Advanced Vocabulary Development	1.5
BUS 055 C	Business English	3
CTRP 093 C	Information Technology-CTRP	2
CTRP 086 C	Internship - Proofreading	1.5
Total Units		20

Program Student Learning Outcomes:

OUTCOME 1: Acquire the necessary skills and knowledge to work one-on-one with a court, deposition, or hearing reporter proofreading transcripts. Special emphasis is required in formatting, proofreading, basic and advanced vocabulary, punctuation, and spelling. These skills are necessary for employment as a proofreader.

http://www.curricunet.com/Cypress/reports/program_report.cfm?programs_id=1198