

BATON ROUGE SCHOOL OF COURT REPORTING, LLC

BRSCR offers training in

- Court Reporting:
Machine Writing
Voice Writing
- Scoping
- CART/Captioning
Machine writing
Voice writing
- **Administrative Assistant**
- Legal Administrative Assistant

WHY TAKE THE ADMINISTRATIVE ASSISTANT COURSE?

This is a professional development course designed to increase your marketability in the workplace by enhancing and adding to your existing skills and by helping you build a strong resume' for the job market.

The program will teach you practical word processing skills and a broad range of technology skills and general office knowledge applicable to an administrative assistant setting. You need to have basic keyboarding/typing skills to complete this course.

More detailed information is available at our web site: brscr.com.

HOW LONG IS THE PROGRAM?

The Administrative Assistant Program is designed as a six-month online curriculum to be completed within six months or less.

WHAT ARE THE COURSES?

The program consists of six courses offered in two 12-week quarters:

First quarter:

- Computer Essentials
- English I
- Documents Transcription I

Second quarter:

- Business English
- Professional Development
- Documents Transcription II

DO I NEED BOOKS?

The English I and Business English courses use textbooks. Refer to the Required Equipment and Textbook section of the web site. Books are not included in the course cost but may be purchased used for minimal cost.

WHAT EQUIPMENT IS NEEDED?

A home or laptop computer is necessary for this course with a Windows operating system. Recommended software is Microsoft Office (Word) 2007. E-mail and Internet access are also required.

WHAT IS THE CLASS SCHEDULE?

Students may access the online learning modules at any time, 24/7.

HOW MUCH DOES IT COST?

The program fee is \$1200, plus a \$125 registration fee.

Tuition may be paid by cash, check, or online by e-check or credit or debit card at our web site, brscr.com, the Tuition Online tab.

SIGN ME UP!

Register online at *BRSCR.com*, *Enroll Now*. Or contact Ms. Fabiola Evans, Admissions Officer, for more information at (225) 218-4919, ext. 114, or by e-mail to office@brscr.com.

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BRSCR offers training in

- Court Reporting:
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WHY TAKE THE LEGAL ADMINISTRATIVE ASSISTANT COURSE?

This is a professional development course designed to introduce you to skills needed in a legal office setting. It will enhance your existing office skills and help you build a strong resume' for the legal office job market.

The program will teach you practical document transcription skills for producing legal documents and includes a broad range of technology skills and general office knowledge applicable to a legal office setting. You need to have basic keyboarding/typing skills to complete this course.

More detailed information is available at our web site: brscr.com.

HOW LONG IS THE PROGRAM?

The Legal Administrative Assistant Program is designed as a nine-month online curriculum.

WHAT ARE THE COURSES?

The program consists of 12 courses offered in three quarters:

First quarter:

- Computer Essentials
- English I
- Legal Documents I
- Legal Documents Transcription I

Second quarter:

- Business English
- Legal Terminology
- Legal Documents II
- Legal Documents Transcription II

Third quarter:

- Professional Development
- Medical Terminology
- Legal Documents III
- Legal Documents Transcription III

DO I NEED BOOKS?

Some of the academic courses use textbooks. Refer to the Required Equipment and Textbook section of the web

site. Books are not included in the course cost but may be purchased used for minimal cost.

WHAT EQUIPMENT IS NEEDED?

A home or laptop computer is necessary for this course with a Windows operating system. Recommended software is Microsoft Office (Word) 2007. E-mail and Internet access are also required.

WHAT IS THE CLASS SCHEDULE?

Students may access the online learning modules at any time, 24/7.

HOW MUCH DOES IT COST?

The program fee is \$2400, plus a \$125 registration fee.

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