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ADMINISTRATIVE ASSISTANT TRAINING

**" W H E R E E V E R Y S T U D E N T
I S T H E T E A C H E R ' S P E T . "**

WHY TAKE ADMINISTRATIVE ASSISTANT TRAINING?

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.

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

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.

WHEN DO CLASSES START?

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

WHAT ABOUT 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 program fee but may be purchased used for minimal cost.

HOW MUCH DOES IT COST?

The program fee is \$300, plus a \$125 registration fee, payable by cash, check, or by credit or debit card at our web site, brscr.com, the Tuition Online tab.

SIGN ME UP! Register online at BRSCR.com, *Enroll Now*. For more information call (225) 218-4919, or e-mail admissions@brscr.com.