



13003 Justice Avenue
Baton Rouge, LA 70816
Phone: 225-218-4919
E-mail: office@brscr.com
Web: brscr.com

LEGAL ADMINISTRATIVE 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 LEGAL ADMINISTRATIVE ASSISTANT TRAINING?

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.

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

WHEN DO CLASSES START?

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

WHAT EQUIPMENT IS NEEDED?

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

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

HOW MUCH DOES IT COST?

The program fee is \$600, 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.