



Baton Rouge, LA

Phone: 225-218-4919

E-mail: office@brscr.com

Web: brscr.com

## NONMEDICAL TRANSCRIPTIONIST PROGRAM (NEW!)

**" 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 . "**

### WHAT IS A TRANSCRIPTIONIST?

The Nonmedical Transcriptionist program is designed to teach entry-level transcription skills to students without prior transcription training and/or experience.

Nonmedical transcription involves typing audio files of automobile accident interviews and other dictations to produce an accurate record of what was said.

Typists may use a standard keyboard (typing) or use stenowriting or voicewriting to produce the transcript.

A foot pedal is used to facilitate audio playback, along with good-quality headphones.

### HOW LONG IS THE PROGRAM?

The Nonmedical Transcription Program consists of 30 lessons that can be completed within 30 days. The program is self-paced, with a maximum length of 60 days.

### WHAT ARE THE COURSES?

The program consists of six units of five lessons each:

#### Unit 1 Computer Basics

- Keyboarding, file management, foot pedals, headphones

#### Unit 2 Language Skills

- Grammar and punctuation, listening skills, word usage, proofreading

#### Unit 3 Terminology

- Auto accidents, financial, police interrogations

#### Unit 4 Practical Applications

- Research, client preferences, communications, professional development

#### Unit 5 Basic Transcription

- Two-voice recordings, transcription tricks

#### Unit 6 Advanced Transcription

- Multi-voice, poor audio quality

### WHAT EQUIPMENT IS NEEDED?

A computer (PC, no Macs) with Microsoft Word installed. E-mail and Internet access are also required. A computer-compatible foot pedal and headphones are required.

### WHEN DO CLASSES START?

All materials are available online. You may start at any time.

### WHAT ABOUT BOOKS?

All handouts are available online and can be downloaded for printing if desired. A bound copy may be available for a fee.

### HOW MUCH DOES IT COST?

The program fee is \$325, plus a \$75 registration fee, payable by debit or credit card online.

Computer with Word installed, transcription software (~\$35), foot pedal (~\$50), and headphones are separate from the tuition cost.

### SIGN ME UP!

Register online for T101 at [BRSCR.com](http://BRSCR.com), *Enroll Now*. Or contact Admissions for more information at **(225) 218-4919**, or e-mail [office@brscr.com](mailto:office@brscr.com).