

**BATON ROUGE SCHOOL OF COURT REPORTING**  
**SCHOOL OF OFFICE ADMINISTRATION**  
**ADMINISTRATIVE ASSISTANT TRAINING**  
**(F502)**

**HARDWARE - SOFTWARE - TEXTBOOK**  
**REQUIREMENTS AND RECOMMENDATIONS**

THE FOLLOWING ITEMS ARE NEEDED FOR TRANSCRIPTION PURPOSES IN THE COURSES: **Documents Transcription I and II**, as well as the computer requirements will be necessary for participation in the entire course of study.

**I. COMPUTER AND/OR LAPTOP REQUIREMENTS/RECOMMENDATIONS**

A personal computer, desktop or laptop, with Word Processing software.

Recommended operating system: Windows 7.

Also acceptable: Windows XP, Vista.

Recommended word processing software: Microsoft Word 2007.

Also acceptable: Word 2003, Word 2010.

Other word processing software may be used, (for example, Word Perfect), as long as it can produce an .RTF file.

The BRSCR technology director can assist in evaluating your current computer and make recommendations if necessary.

**II. FOOT PEDAL**

You will want/need a computer-compatible foot pedal for ease of transcription.

Recommended: The IN-USB-1 Infinty USB Foot Pedal for Computer Transcription from Executive Communication Systems. Their web site is tvps.com. Look under Foot Pedals for Computers.

[http://tvps.com/Products/\(5850\)-IN-USB-1-Infinty-USB-Foot-Pedal-for-Computer-Transcription---New\\_VE-IN-USB-1.aspx](http://tvps.com/Products/(5850)-IN-USB-1-Infinty-USB-Foot-Pedal-for-Computer-Transcription---New_VE-IN-USB-1.aspx)

**III. COMPUTER TRANSCRIPTION SOFTWARE**

In order to use the foot pedal appropriately, you will need transcription software to turn your computer into a transcriber. There is free software available on the Internet for this purpose, such as Express Scribe, (<http://www.nch.com.au/scribe/index.html>), or you can purchase transcription software from a vendor, such as Start/Stop (<http://www.startstop.com>) for a reasonable price.

**IV. HEADPHONES**

You will need/want quality headphones for transcription use.

## **V. ACADEMIC TEXTBOOK REQUIREMENTS**

### **ENGLISH I COURSE**

The Blue Book of Grammar and Punctuation: An Easy-to-Use Guide with Clear Rules, Real-World Examples, and Reproducible Quizzes, **10th edition, Straus, Jane, Paperback, 2007, ISBN-10: 0470222689 ISBN-13: 978-0470222683**  
Available locally and from <http://www.amazon.com>.

### **BUSINESS ENGLISH COURSE**

*The Gregg Reference Manual - 10th edition*  
William A. Sabin, ISBN – 9780072936537  
Available locally and from <http://www.amazon.com>.

The Course Modules: **Professional Development, Documents Transcription I, and Documents Transcription II** do not require textbook purchase.

Academic texts may be purchased on an as-needed timetable prior to the start of each module. Used books are permissible and encouraged to keep costs down. Please feel free to check with [office@brscr.com](mailto:office@brscr.com) for the availability of used textbooks.