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NONMEDICAL / LEGAL TRANSCRIPTION PROGRAM

**" 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 LEGAL TRANSCRIPTIONIST?

The Legal Transcriptionist Training Program teaches basic legal transcription skills to candidates wishing to type depositions and other legal proceedings from audio recordings.

The recordings are typically made by a videographer without a court reporter present.

Legal transcripts must be totally accurate and verbatim for use in court proceedings.

A successful program candidate will have good hearing and typing skills.

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 academic and skills lessons that can be completed within 30 days. The program is self-paced, with a maximum length of 60 days.

TOPICS COVERED:

Academic assignments:

- Understanding the players in a legal setting
- Essential tools for success
- Working with Microsoft Word
- Listening skills
- Typing speed
- Punctuation that matters
- Research skills
- Parts of a transcript
- Format/templates
- Handling the unknowns
- Colloquy and objections
- Getting started
- Finishing the job
- Other types of legal transcription

Skills assignments:

- Transcription of typical files used in the industry

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.

HOW MUCH DOES IT COST?

The program fee is \$325, plus a \$100 registration fee, payable by debit or credit card online.

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

SIGN ME UP!

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