



Online Court Reporting School Expands to Offer Administrative Courses

Baton Rouge School of Court Reporting, LLC, (www.brscr.com) now offers new courses that teach aspiring office workers the skills needed to get a job as an administrative assistant or legal administrative assistant, plus tips on finding a job and keeping a job in a tight job market. These online courses also boost a worker's resume by adding substantive credentials for beginning office workers.

Baton Rouge, LA (PRWEB) February 3, 2011 -- With job opportunities at a premium in a tight labor market, a national online court reporting school (www.brscr.com) has stepped into the professional development arena to offer two new skills courses. These new courses, offered by Baton Rouge School of Court Reporting, LLC (BRSCR) are Administrative Assistant Training and Legal Administrative Training.

According to school director Pamela Giardina, a significant need exists to help aspiring office workers learn basic technology and transcription skills and to learn the practical side of navigating an office environment. "A young employee without any existing experience in an office setting needs advice on getting a job and keeping a job. The Administrative Assistant Training course meets both requirements by teaching basic office skills and by providing credentials for a beginner's resume," Giardina says.

Skills taught include letter-writing and style formats, handling mail, basic grammar and punctuation, telephone etiquette, dealing with office politics, and tips for creating a good resume. The program is designed to be completed in six months or less. Basic keyboarding skills are required to complete the course, along with Internet access and e-mail capability.

"With many candidates vying for limited job openings, having a wide range of basic skills can make the difference in finding an administrative office job," according to Giardina. And with the courses offered online 24/7, the instruction fits easily into a student's life.

For office workers who would like to move up to a legal office setting, the Legal Administrative Training course is designed to bridge that gap. "The course content was designed by a senior partner in a law firm to include the skills he'd like his office staff to possess," said Giardina. The course teaches format styles for various types of legal pleadings, affidavits, contracts and leases, as well as basic grammar and general office skills.

BRSCR continues to offer onsite and online programs that include court reporter training (both machine steno and voice, or mask reporting); CART services and broadcast captioning (machine steno and voice); and scopist training. A scopist's job is to assist working court reporters in producing a finished transcript.

The school is in its sixth year of operation, with a local campus on Interline Avenue in Baton Rouge, Louisiana, and both national and international online students in all programs. In addition, BRSCR has a sister campus, Professional Institute of Court Reporting, Inc. (PICR) in Metairie, Louisiana, that offers onsite court reporting training. The two schools combined have certified close to 100 court reporters in Louisiana and other states.

The staff at BRSCR prides itself on offering focused, structured instruction that is stress-free, supportive, and



user-friendly. Says Giardina: "We actually had an online student who was shocked to learn she wasn't our only student. That's how we want every student to feel, like the teacher's pet."

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