



COURSE DESCRIPTIONS

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COMPUTERS

Computer Keyboarding – Levels I & II Alphabetic & Numeric

The very first step in learning about computers is to learn to type on a computer keyboard without looking at your hands. For the beginner, learn proper fingering techniques for both alphabetic and ten-key number pad. For the review student who already knows the keyboard, increase your speed and accuracy while becoming familiar and comfortable on the computer keyboard and using the mouse. No prerequisite.

Academic Enhancement Laboratory

To be used by the student to strengthen their working knowledge of a particular subject or subjects. No prerequisite, but must be taken at the same time that the student is taking the course in which additional work time is desired.

Computer Applications – Level I & II

This course is designed for the beginner or for those with little experience on computers. You will be introduced to the basic concepts of the computer and experiment with different types of computer software, including word processing, spreadsheets, database, graphics, windows, internet and games. Prerequisite: Type 20-25 wpm or take Computer Keyboarding.

Data Entry I & II

The Data Entry Operator or Data Transcriber transfers both alphabetic and numeric information from printed or handwritten sources into a computer program. Speed and accuracy is stressed as the student learns to efficiently and quickly key information into a computer. Prerequisite: Type 25-30 wpm.

Word Processing - Levels I & II - Microsoft WORD Learn this popular word processing program from top to bottom.

Learn the commonly used commands such as creating, formatting, editing, and printing. Advanced course includes merging, sorting and selecting, macros, and desktop capabilities. Prerequisites: Type by touch, previous computer experience or Computer Applications.

Spreadsheets - Levels I & II - Microsoft EXCEL

A step-by-step approach for learning this popular spreadsheet program which is used for displaying and calculating numeric data. Learn the fundamentals--how to create, design, edit, save, and print spreadsheets using time-saving features. Level II includes macros, @ functions, and graphs. Prerequisite: Computer Applications or previous computer experience.

DataBase – Levels I & II - Microsoft ACCESS

This popular computer database program of MS OFFICE is used for storing and organizing data in a computer system--information such as inventory records, personnel files, and patient records. Learn to set up and generate reports and sort, index, and edit. Prerequisite: Word Processing.

Presentations - Microsoft POWERPOINT

Using this presentation software from MS OFFICE, the student learns to create slides commonly used in oral presentations to help summarize data and emphasize report highlights. Included are presentation of data, text drawings, charts, outlines, graphics, and the use of templates. Prerequisite: Word Processing.



OFFICE SKILLS

Accounting Levels I, II, & III

Learn to keep a set of books for a business--including accounts receivables, accounts payables, bank reconciliations, and payroll. Manual and automated accounting procedures are utilized as the student learns how to analyze and record daily transactions. This course includes end-of-month adjusting and closing entries and preparation of financial statements. Advanced levels include accruals, depreciation, and bad debts. Prerequisite: Business Office Math Review/10 Key Calculator recommended.

Customer Service Skills

As a frontline employee, it is up to you to create a positive impression in the minds of customers. By addressing interpersonal skills, organizational awareness and procedures, and communication and technical skills, this training is an essential component of quality customer service. No prerequisite.

Business Communications – Levels I & II

If you need to learn or review the basic rules of grammar and sentence structure, this is the course for you. This CD-ROM based program helps reinforce correct grammar usage for writing reports and essays, proofreading and using computerized application programs needed for communicating in today's business world. No prerequisite.

Employability Skills I & II

The student will learn to assess and translate their existing skills into job skills, to set goals, create interesting and accurate resumes, cover letters and applications. Through roll-playing, the student will learn interviewing techniques, and effective follow-up strategies for job success.

MEDICAL



Medical Terminology

If considering a career in the medical field, your first step is to learn the vocabulary. This course is an intensive study of medical terminology, including word elements, prefixes, suffixes, pronunciation, spelling, and definitions. Study terminology related to the body structure and functions, diseases, diagnoses, surgical procedures, and abbreviations. No prerequisite.

Introduction to the Medical Insurance Process

Learn the life cycle of an insurance claim, the purpose of diagnostic coding, and how it affects the payment process. Learn about HMOs and UCR formulas and how to coordinate benefits. Information is included on BlueCross/BlueShield, Medicaid, and Medicare, TriCare as well as workers' compensation and disability. Practice filing electronic insurance claims forms. Prerequisites: Introduction to Computers and at least five weeks of Medical Terminology.

Introduction to Medical Coding I (Diagnostic) & II (Procedural)

The student will learn how to navigate the officially recognized coding resources necessary to ensure successful medical billing practices as well as recognize the medically necessary relationship between diagnostic and procedural codes. Prerequisites: At least five weeks of Medical Terminology.

Computers in the Medical Office - MEDISOFT

Using this computer-based patient accounting software, the student will learn to enter information about patients, schedule appointments and automatic recalls, record payments, print reports, superbills, and produce patient statements. Prerequisites: Introduction to Computers I & II, at least five weeks of Medical Terminology, and Introduction to the Medical Insurance Process.

Medical Transcription – Levels I & II

Using the Dictaphone, word processor, and your knowledge of medical terminology and procedures, transcribes dictated reports from the following units: History & Physicals, Radiology, Pathology, Surgical, Discharge Summaries, and Autopsies. Prerequisites: Medical Terminology and Word Processing.

08/13/08