



# Messick Adult Center

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## DATA ENTRY OPERATOR – DATA TRANSCRIBER

Successful completion of these courses will enable the student to operate a computer terminal in performance of routine duties, inputting or retrieving numeric and/or alphabetic information. The Data Entry Operator reviews source documents such as correspondence, statistical tables, inventory, payroll, invoices, tax forms, and other company records for input information. Using knowledge of their equipment and software, they confer with originators to clarify instructions, type coded commands to enter, store, update, retrieve, delete and verify data.

Course Title	Instructional Classroom Hours
Computer Keyboarding I	24 hours
Computer Keyboarding II	24 hours
Data Entry I	24 hours
Data Entry II	24 hours
Computer Applications I	30 hours
Computer Applications II	30 hours
Employability Skills I	24 hours
Employability Skills II	24 hours
MS Word I	24 hours
MS Excel I	24 hours
Customer Service Skills	24 hours
Internship (Optional)	24 hours
Academic Lab	24 hours
<b>Total hours</b>	324 hours w/ Internship