



Revised 08/08

MESSICK ADULT CENTER

Career & Technology Department

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Estimate of Training Cost for

GENERAL OFFICE CLERK/ADMINISTRATIVE ASSISTANT WITH MEDICAL & TRANSCRIPTION EMPHASIS

As technology continues to expand in offices, the role of the office professional has greatly evolved. The General Office Clerk/Administrative Assistant serves as an information manager for an office, schedules meetings and appointments, organizes and maintains paper and electronic files, conducts research, prepares correspondence, makes travel arrangement, and provides information via the telephone, postal mail, and e-mail. Duties may also include calculating data and using personal computers to create spreadsheets, compose correspondence and manage databases.

Course Title	Instructional classroom Hours
Computer Keyboarding I & II	48 hours
Computer Applications I & II	60 hours
Employability skills I & II	48 hours
Customer Service Skills	24 hours
Business Communications I & II	48 hours
Medical Terminology I & II	60 hours
Data Entry I & II	48 hours
MS Word I & II	48 hours
MS Excel I & II	48 hours
Ms PowerPoint	24 hours
MS Access I & II	48 hours
Desktop Publishing I & II	48 hours
Medical Transcription I & II	48 hours
Academic Lab	24 hours
Internship (Optional)	
Total Hours	624

Tuition and textbook prices are subject to change