



MESSICK ADULT CENTER

Contact: **Dorothy Nichols**
703 South Greer
Memphis, TN 38111
School – 901-416-4840
Voice – 901-416-4849
Fax – 901-416-4842

GENERAL OFFICE CLERK/ADMINISTRATIVE ASSISTANT

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	24 hours
Computer Keyboarding II	24 hours
Computer Applications I	30 hours
Computer Applications II	30 hours
Employability Skills I	24 hours
Employability Skills II	24 hours
Customer Service Skills	24 hours
Business Communications I	24 hours
Business Communications II	24 hours
Data Entry I	24 hours
Data Entry II	24 hours
MS Word I	24 hours
MS Word II	24 hours
MS Excel I	24 hours
MS Excel II	24 hours
and/or MS Access I	24 hours
Internship (Optional)	24 hours
Academic Lab	24 hours
Total hours	444 hours w/ Internship