



www.mcsk12.net

COURSE DESCRIPTIONS

MESSICK ADULT CENTER

Vocational Department
703 S. Greer Memphis, TN
(901) 416-4840

COMPUTERS

Keyboarding - 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. The beginner will learn proper fingering techniques for both alphabetic and 10-key numeric pad. The review student who already knows the keyboard will increase his/her speed and accuracy, while becoming familiar and comfortable on the computer keyboard and using the mouse. No prerequisite.

Academic Enhancement Laboratory

The laboratory will be used by the student to strengthen his/her working knowledge of a particular subject or subjects. The laboratory must be taken at the same time that the student is taking the course in which additional work time is desired. No prerequisite

Computer Applications

This course is designed for the beginner or for those with little experience on computers. The student will be introduced to the basic concepts of the computer and experiment with different types of computer software, including MS Word, MS Excel, MS Access, graphics, windows, the 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.

Desktop Publishing

The student will learn Desktop Publishing with MS Word & MS Publisher to combine text and graphics to create documents that are attractive and professional. The student will create documents such as, flyers, newsletter, letterheads, certificates, invitations, business cards, tri-fold brochures and a variety of cards. Prerequisite: Computer Basic, Keyboarding, MS Word.

Microsoft Word I & II

The student will learn this popular word processing program from top to bottom. The student will learn commonly used commands such as creating, formatting, editing, and printing. The advanced course includes merging, sorting and selecting, macros, and desktop capabilities. Prerequisites: Type by touch, previous computer experience or Computer Applications.

Microsoft Excel I & II

The student will learn a step-by-step approach for learning this popular spreadsheet program which is used for displaying and calculating numeric data. The student will 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.

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. The student will learn to set up and generate reports and sort, index, and edit. Prerequisite: MS Word I.

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: MS Word.

Computer Basics

This course is designed for the student with little or no knowledge of the computer. The student will gain a basic level of proficiency in the personal computer. The student will learn how his/her computer works and how to use program files. No Prerequisite



OFFICE SKILLS

10 Key/Business Office Math Review I & II

The student will learn to use the calculator by touch--add, subtract, multiply, divide, use the decimal point selector, memory keys, and other function keys to be more proficient while doing practical applications such as invoice extensions, payroll registers, and inventory counts. The student will also review fractions, decimals and percentages. No prerequisite.

Accounting Principles I, II, & III

The student will learn to keep a set of books for a business--including accounts receivable, accounts payable, 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: 10 Key/Business Office Math Review 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 - Oral & Written

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.

Records Management

There is a lot more to filing than knowing your ABC's. This extensive course in filing procedures includes alphabetic, geographic, subject, governmental, and numeric filing methods. Learn to examine, classify, code, and store incoming material, as well as retrieve and update information. No prerequisite.

Employability Skills I & II

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

MEDICAL

Medical Terminology

If you are 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. You will study terminology related to the body structure and functions, diseases, diagnoses, surgical procedures, and abbreviations. No prerequisite.

Introduction to the Medical Insurance Procedures

The student will learn the life cycle of an insurance claim, the purpose of diagnostic coding, and how it affects the payment process. The student will also learn about HMOs and UCR formulas and how to coordinate benefits. Information is included on BlueCross/BlueShield, Medicaid, Medicare and TriCare, as well as workers' compensation and disability. The student will practice filing electronic insurance claims forms. Prerequisites: Computer Applications 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. Prerequisite: 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: Computer Applications I & II, at least five weeks of Medical Terminology, and Introduction to the Medical Insurance Process.

Medical Transcription - I & II

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