



Messick

ADULT EDUCATION CENTER
Careers & Technology Department
 703 South Greer Memphis, TN 38111 901-416-4840
<http://www.mcsk12.net/schools/messickvotech.vt/messick.html>

Fall 2009

August 17 - December 17, 2009

- **Session #1: Aug. 17 - Sept. 21**
- **Session #2: Sept. 28 - Oct. 29**
- **Session #3: Nov. 09 - Dec. 17**

Registration begins
August 2009

8:00 a.m.-7:00 p.m. - Monday -Thursday

- Course fees do not include textbooks, supplies or materials.
- Textbooks must be paid for in CASH
- NO REFUNDS unless class is canceled due to insufficient enrollment.
- Accredited by the Southern Association of Colleges and Schools.
- Messick does not discriminate in its programs or employment on the basis of race, sex, color, religion, national origin, age or handicap/disability. For more information, please contact the Office of Equity Compliance at 901-416-6670.
- Some courses may require more than one session to complete certificate requirements. Please refer to individual course descriptions posted in the classroom, provided by your instructor, and available in the office.
- Costs and class schedule are subject to change.

Other Messick Adult Education Center Programs

GED and/or OPT 416-4895	Careers & Technology Service 416-4849	Electrical Apprenticeship 452-4492
Adult High School 416-4091	English as a Second Language 416-4895	Sheet Metal Apprenticeship 278-7288

ADULT DAY CLASSES

BUSINESS & MEDICAL OFFICE TECHNOLOGY	DAYS	TIMES	DATES	TUITION
10-KEY CALCULATOR Learn 10-key by touch, how to use function and memory keys, review fractions, decimals and percentages (30 hours)	M/W	8:30-11:30	Session 1,2	\$105
ACCOUNTING PRINCIPLES - I ACCOUNTING PRINCIPLES - II & III Learn to keep books for a business, record daily activities, track accounts receivables & payables, and prepare financial statements. Manual and computerized training included. (30 hours)	T/TH T/TH	8:30-11:30 12:00-3:00	Session 1,2,3	\$105 \$105
BUSINESS COMMUNICATIONS Review rules of grammar, punctuation and sentence structure needed for communicating in today's business world. (30 hours)	T/TH	12:00-3:00	Session 3	\$105
COMPUTER APPLICATIONS I & II You will be introduced to word processing, spreadsheets, database and graphics. Prerequisite: Must type 25 wpm. (30 hours)	T/TH	8:30-11:30 12:00-3:00	Session 1,2,3	\$105
COMPUTERIZED KEYBOARDING I, II & III Learn proper alphabetic and numeric keying by touch. (30 hours)	M/W T/TH	8:30-11:30 12:00-3:00	Session 1,2,3	\$105
CUSTOMER SERVICE SKILLS Develop positive communication skills for providing quality customer service. (30 hours)	TBA	TBA	TBA	\$105
DATA ENTRY Build speed and accuracy transferring alphabetic and numeric information into a computer program. Prerequisite: Keyboarding (30 hours)	M/W T/TH	12:00-3:00	Session 1,2	\$105

BUSINESS & MEDICAL OFFICE TECHNOLOGY	DAYS	TIMES	DATES	TUITION
MICROSOFT OFFICE 2007				
Word I or II (Word Processing) Prerequisite: Keyboarding (30 hours)	M/W	8:30-11:30	Session 1,2	\$105
Excel I or II (Spreadsheets) Prerequisites: Keyboarding and Word (30 hours)	T/TH	8:30-11:30	Session 1,2	\$105
PowerPoint I or II (Presentation Program) Prerequisites: Keyboarding and Word (30 hours)	M/W	8:30-11:30	Session 1,2,3	\$105
Publishing I or II (Publication & Graphics) Prerequisites: Keyboarding, Word and Excel (30 hours)	T/TH	12:00-3:00	Session 1,2,3	\$105
Access I or II (Database) Prerequisites: Keyboarding, Word and Excel (30 hours)	T/TH	12:00-3:00	TBA	\$105
MEDICAL TERMINOLOGY (Required for medical courses) Intensive study of medical terms, word elements, prefixes, suffixes, pronunciation, spelling and definitions. (60 hours)	T/TH T/TH	12:00-3:00 12:00-3:00	Aug. 18-Oct. 22 Nov. 10-Dec. 17	\$210 \$210
MEDICAL TRANSCRIPTION I & II Use your word processing skill to transcribe dictated correspondence. Prerequisites: Must type 25 wpm. Medical Terminology, Keyboarding and MS Word are preferred. Minimum typing speed of 30-35 wpm highly recommended. (30 hours)	TBA	TBA	TBA	\$105
INTERNET Learn how to do research, URL's, e-mail messaging & etiquette, IM's, virtual meetings. Prerequisite: Must type 20 wpm (30 hours)	TBA	TBA	TBA	\$105
INTRODUCTION TO MEDICAL CODING I & II: I. ICD-9-CM Coding 1 (Diagnostic) This course covers the history, uses and format of the diagnostic coding system used by physician's offices, hospitals and all types of health care facilities around the world to track diseases. Emphasis is placed on practice to assign straight-forward coding scenarios. Prerequisites: Medical Terminology, Keyboarding, Computer Applications and Introduction to Medical Insurance are preferred. (60 hours) II. CPT Coding 2 (Procedural) This course will teach the basics of CPT/HCPCS coding which is a numeric classification system used to identify medical procedures performed and services rendered. Prerequisites: Medical Terminology and Medical Coding I; Introduction to Medical Insurance is preferred. (60 hours)	M/W M/W	12:00-3:00 12:00-3:00	Aug. 17-Oct. 26 Nov. 2-Dec. 16	\$210 \$210
INTRODUCTION TO MEDICAL INSURANCE PROCEDURES The intent of this course is to describe the organization, financing and delivery of health care services. Introduction to medical record management, and the organization of the medical office. This course introduces the student to understanding the billing and reimbursement process. Topics include participating and nonparticipating providers. Medicare Coding requirements, Medicare fee schedule, filing Medicare claims, and Medicare audits, fraud and abuse. Prerequisites: Medical Terminology required if pursuing a Medical Billing career. Keyboarding is preferred. (42 hours)	TBA	TBA	TBA	\$150
MEDISOFT-COMPUTERS IN THE MEDICAL OFFICE Learn to keep patients' records in a computer based program, record and track payments, schedule appointments, print reports, super bills and statements. Prerequisites: Medical Terminology, Keyboarding, Medical Insurance, and/or Medical Coding, & must be proficient in Windows. (30 hours)	TBA	TBA	TBA	\$105

ADULT EVENING CLASSES

BUSINESS & MEDICAL OFFICE TECHNOLOGY	DAYS	TIMES	DATES	TUITION
COMPUTER APPLICATIONS I & II You will be introduced to word processing, spreadsheets, database and graphics. Prerequisite: Must type 25 wpm. (30 hours)	M/W	6:00-9:00	Session 2, 3	\$105
COMPUTERIZED KEYBOARDING I, II & III Learn proper alphabetic and numeric keying by touch. (30 hours)	M/W	6:00-9:00	Session 1,2	\$105
MICROSOFT OFFICE 2007				
Word I or II (Word Processing) Prerequisite: Keyboarding (30 hours)	M/W	6:00-9:00	Session 1	\$105
Excel I or II (Spreadsheets) Prerequisites: Keyboarding and Word (30 hours)	M/W	6:00-9:00	Session 2	\$105
PowerPoint I or II (Presentation Program) Prerequisites: Keyboarding and Word (30 hours)	M/W	6:00-9:00	Session 3	\$105
Publishing I or II (Publication & Graphics) Prerequisites: Keyboarding, Word and Excel (30 hours)	M/W	6:00-9:00	TBA	\$105
Access I or II (Database) Prerequisites: Keyboarding, Word and Excel (30 hours)	M/W	6:00-9:00	TBA	\$105
MEDICAL TERMINOLOGY (Required for medical courses) Intensive study of medical terms, word elements, prefixes, suffixes, pronunciation, spelling and definitions. (60 hours)	M	6:00-9:00	Aug. 17-Dec. 14	\$210
INTRODUCTION TO MEDICAL INSURANCE PROCESS Learn about different types of insurance, coordinating benefits, filing insurance claims, and reimbursement and accounts recovery processes. (Recommended if pursuing a Medical Billing career) Prerequisites: Medical Terminology required if pursuing a Medical Billing career. Keyboarding is preferred (42 hours)	M/W	6:00-9:00	TBA	\$150
INTRODUCTION TO MEDICAL CODING I & II: I. ICD-9-CM Coding 1 (Diagnostic) This course covers the history, uses and format of the diagnostic coding system used by physician's offices, hospitals and all types of health care facilities around the world to track diseases. Emphasis is placed on practice to assign straight-forward coding scenarios. Prerequisites: Medical Terminology, Keyboarding, Computer Applications and Introduction to Medical Insurance are preferred. (60hours)	M/W	6:00-9:00	Aug. 17-Oct. 26	\$210
II. CPT Coding 2 (Procedural) This course will teach the basics of CPT/HCPCS coding which is a numeric classification system used to identify medical procedures performed and services rendered. Prerequisites: Medical Terminology and Medical Coding I; Introduction to Medical Insurance is preferred. (60 hours)	M/W	6:00-9:00	Nov. 2-Dec 16	\$210
MEDISOFT-COMPUTERS IN THE MEDICAL OFFICE Learn to keep patients' records in a computer based program, record and track payments, schedule appointments, print reports, super bills and statements. Prerequisites: Medical Terminology, Keyboarding, Medical Insurance, &/or Medical Coding, & must be proficient in Windows (30 hours)	M/W	6:00-9:00	TBA	\$105
MEDICAL TRANSCRIPTION - I or II Use the word processor to transcribe dictated medical reports including physicals, radiology, pathology, surgeries and autopsies. Prerequisites: Medical Terminology & MS Word. Minimum typing speed of 30-35 wpm highly recommended (30 hours)	M/W	6:00-9:00	TBA	\$105