



# TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

## PULASKI

1233 East College Street, Pulaski, TN 38478  
931-424-4014 [www.tcatpulaski.edu](http://www.tcatpulaski.edu)

### *Career Training*

Administrative Office  
Technology  
Advanced Manufacturing  
Education  
Building Construction  
Technology  
CNC Machining Technology  
Computer Operating Systems  
and Network Technology  
Electrical and Plumbing  
Construction Technology  
HVAC/R  
Industrial Electricity  
Industrial Maintenance  
Technology  
Patient Care Technology/  
Medical Assisting  
Pharmacy Technology  
Practical Nursing  
Residential/Commercial  
Wiring and Plumbing  
Welding Technology

### *Campus Locations*

Lawrenceburg Instructional  
Service Center  
North Lawrence Instructional  
Service Center  
Northfield Instructional  
Service Center  
South Lawrence Instructional  
Service Center



## ADMINISTRATIVE OFFICE TECHNOLOGY

The mission of the program is to provide technical instruction and skill development to enable students to enter employment for a career in the business field. Students receive up-to-date instruction, realistic work simulations, and experience on today's most widely used office equipment and software. Through this program, individual instruction is provided in accounting, office techniques, transcription, communications, computer operations, word processing, and spreadsheet applications. The program has been carefully structured so that each student may reach maximum skill levels regardless of prior office training or experience. The program also teaches the interpersonal and instructive skills required in an office setting. Training and instruction can be tailored to meet the needs of those who want to upgrade or update existing secretarial or clerical skills. Microsoft Office Specialist (MOS) Certification is an excellent addition to a student's portfolio and serves as an impressive credential when applying for future employment opportunities.

### Employment Opportunities:

- Hospitals
- Doctor's Offices
- Call Centers

### Program Instructor:

Brent Nelson  
[brent.nelson@tcatpulaski.edu](mailto:brent.nelson@tcatpulaski.edu)  
931-424-2432

### ENROLLMENT INFORMATION

Classes Offered:	Full-Time: Monday - Friday 8 to 2:30 Part-Time: Mon - Fri 8 to 11; 11:30 to 2:30
Program Length:	1296 Hours (3 trimesters)
Program Location:	<b>Pulaski Campus</b> 1233 East College Street, Pulaski, TN 38478
Program Cost including Tuition, Fees plus Books/Supplies:	\$1,312 per trimester x 3 trimesters = \$3,936 \$1,964 Books/Supplies; Total Cost \$5,900* *These costs are subject to change.
Requirements:	Complete the Admissions Process Checklist
Financial Aid:	Available to those who qualify
For more information about our graduation rates, the median debt of students who completed the program, and gainful employment, please visit our website at <a href="http://www.tcatpulaski.edu">www.tcatpulaski.edu</a> .	

# AOT COURSE OUTLINE

<b>First Trimester</b>	
Worker Characteristics	6 Hours
Orientation & Safety	6 Hours
Office Technology Foundations/Technology Foundations	90 Hours
Keyboarding & Data Entry	90 Hours
Office Procedures I	120 Hours
Computer Essentials	120 Hours
<b>General Office Assistant Certificate</b>	<b>432 Hours</b>
<b>Second Trimester</b>	
Worker Characteristics	6 Hours
Word Processing Applications	114 Hours
Spreadsheet Applications	114 Hours
Office Procedures II	120 Hours
Employability Skills	78 Hours
<b>Office Software Specialist Certificate</b>	<b>864 Hours</b>
<b><u>ELECTIVES Third Trimester Administrative Assistant</u></b>	
Worker Characteristics	6 Hours
Business Communications	108 Hours
Customer Service	80 Hours
Financial Functions	100 Hours
Practicum and Simulations	138 Hours
<b>Administrative Assistant Diploma</b>	<b>1296 Hours</b>
<b><u>ELECTIVES Third Trimester Accounting Assistant</u></b>	
Worker Characteristics	6 Hours
Accounting	214 Hours
Payroll	106 Hours
Automated Accounting	106 Hours
<b>Accounting Assistant Diploma</b>	<b>1296 Hours</b>
<b><u>ELECTIVES Third Trimester Medical Administrative Assistant</u></b>	
Worker Characteristics	6 Hours
Medical Terminology	70 Hours
Medical Ethics and Office Management	88 Hours
Introduction to Medical Insurance	100 Hours
Electronic Health Records	78 Hours
Medical Practicum & Simulation	90 Hours
<b>Medical Administrative Assistant Diploma</b>	<b>1296 Hours</b>

For More Information, Please Contact  
 Student Services Department  
 P.O. Box 614, Pulaski, TN 38478  
 931-424-4014

Accredited Member  
 Commission of the Council on  
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