TENNESSEE COLLEGE OF APPLIED TECHNOLOGY — PULASKI —

1233 East College Street, Pulaski, TN 38478
931-424-4014   www.tcatpulaski.edu

Career Training
Administrative Office Technology
Advanced Manufacturing Education
Basic Dental Assisting
Building Construction Technology
CNC Machining Technology
Computer Operating Systems and Network Technology
Criminal Justice: Correctional Officer
Electrical and Plumbing Construction Technology
Heating, Ventilation, Air Conditioning and Refrigeration
Industrial Electricity
Industrial Maintenance Technology
Patient Care Technology/Medical Assisting
Pharmacy Technology
Practical Nursing
Residential/Commercial Wiring & Plumbing
Welding Technology

Training Locations
Main Campus (Pulaski, TN)
Lawrence County Instructional Service Center
Lawrenceburg Instructional Service Center
North Lawrence 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. TestOut Microsoft Office Certifications are an excellent addition to a student's portfolio and serve as an impressive credential when applying for future employment opportunities.

Employment Opportunities:

- Hospitals
- Doctor's Offices
- Call Centers

Program Instructor:
Brent Nelson
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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:	**Pulaski Campus** 1233 East College Street, Pulaski, TN 38478
Program Cost including Tuition, Fees plus Books/Supplies:	$1,336 per trimester x 3 trimesters = $4,008 $ 555.12 Books/Supplies; Total Cost $4,563.12* *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 www.tcatpulaski.edu.	

AOT COURSE OUTLINE

First Trimester	
Worker Characteristics	6 Hours
Technology Foundations	30 Hours
Orientation & Safety	6 Hours
Success Strategies	60 Hours
Keyboarding & Data Entry	90 Hours
Office Procedures I	120 Hours
Computer Essentials	120 Hours
General Office Assistant Certificate	**432 Hours**

Second Trimester	
Worker Characteristics	6 Hours
Word Processing Applications	114 Hours
Spreadsheet Applications	114 Hours
Office Procedures II	120 Hours
Employability Skills	78 Hours
Administrative Support Specialist Certificate	**864 Hours**

ELECTIVES Third Trimester Administrative Assistant	
Worker Characteristics	6 Hours
Business Communications	108 Hours
Customer Service	80 Hours
Financial Functions	100 Hours
Practicum and Simulations	138 Hours
Administrative Assistant Diploma	**1296 Hours**

ELECTIVES Third Trimester Accounting Assistant	
Worker Characteristics	6 Hours
Accounting	214 Hours
Payroll	106 Hours
Computerized Accounting	106 Hours
Accounting Assistant Diploma	**1296 Hours**

ELECTIVES Third Trimester Medical Administrative Assistant	
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
Medical Administrative Assistant Diploma	**1296 Hours**