



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
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:	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 .	

Tennessee College of Applied Technology-Pulaski does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, disability, age status as a protected veteran or any other class protected by Federal or State laws and regulations and by Tennessee Board of Regents policies with respect to employment, programs, and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies: Christa Williams, VP Student Services; christa.williams@tcatpulaski.edu; 931-424-2404. Tennessee College of Applied Technology-Pulaski does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, disability, age status as a protected veteran or any other class protected by Federal or State laws and regulations and by Tennessee Board of Regents policies with respect to employment, programs, and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies: Christa Williams, VP Student Services; christa.williams@tcatpulaski.edu; 931-424-2404.

AOT COURSE OUTLINE

First Trimester	
Worker Characteristic	6 Hours
Success Strategies	60 Hours
Orientation & Safety	6 Hours
Technology Foundations	30 Hours
Keyboarding & Document Processing	120 Hours
Office Procedures I	120 Hours
Computer & Calculator Essentials	60 Hours
Email Essentials	30 Hours
General Office Assistant Certificate	432 Hours

Second Trimester	
Worker Characteristic	6 Hours
Word Processing Applications	114 Hours
Spreadsheet Applications	114 Hours
Business Presentations	60 Hours
Office Procedures II	60 Hours
Employability Skills	78 Hours
Administrative Support Specialist Certificate	864 Hours

ELECTIVES Third Trimester Administrative Assistant	
Worker Characteristic	6 Hours
Business Communications	108 Hours
Customer Service	118 Hours
Financial Functions	100 Hours
Administrative Office Practicum	100 Hours
Administrative Assistant Diploma	1296 Hours

ELECTIVES Third Trimester Administrative/Marketing Assistant	
Worker Characteristic	6 Hours
Business Communications	100 Hours
Customer Service	70 Hours
Financial Functions	96 Hours
Digital Media Design and Publishing	80 Hours
Social Media and Marketing	80 Hours
Admin/Marketing Assistant Diploma	1296 Hours

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

Electives Third Trimester Medical Administrative Assistant	
Worker Characteristic	6 Hours
Medical Terminology	70 Hours
Medical Ethics and Office Management	88 Hours
Introduction to Medical Insurance	150 Hours
Electronic Health Records	78 Hours
Medical Practicum & Simulation	40 Hours
Medical Administrative Assistant Diploma	1296 Hours