



# TENNESSEE COLLEGE OF APPLIED TECH PULASKI

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

## Career Training

- Administrative Office Technology
- Automation, Process & Production Systems
- Basic Dental Assisting
- Building Construction Technology
- CNC Machining Technology
- Computer Operating Systems, Networking & Cybersecurity
- 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<br>Part-Time: Mon - Fri 8 to 11; 11:30 to 2:30   |
| Program Length:  | 1296 Hours (3 trimesters)   |
| Program Location:  | <b>Pulaski Campus</b><br>1233 East College Street, Pulaski, TN 38478  |
| Program Cost including Tuition, Fees plus Books/Supplies:  | \$1,440 per trimester x 3 trimesters = \$4,320<br>\$ 555.12 Books/Supplies; Total Cost \$4,875.12*<br>*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> . |   |

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](mailto:christa.williams@tcatpulaski.edu); 931-424-2404.

# AOT COURSE OUTLINE

|   |                  |
|---|------------------|
| <b>First Trimester</b>                      |                  |
| 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         |
| <b>General Office Assistant Certificate</b> | <b>432 Hours</b> |

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|--|------------------|
| <b>Second Trimester</b>                              |                  |
| 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         |
| <b>Administrative Support Specialist Certificate</b> | <b>864 Hours</b> |

|   |                   |
|---|-------------------|
| <b>ELECTIVES Third Trimester<br/>Administrative Assistant</b> |                   |
| Worker Characteristic   | 6 Hours           |
| Business Communications                                       | 108 Hours         |
| Customer Service  | 118 Hours         |
| Financial Functions   | 100 Hours         |
| Administrative Office Practicum                               | 100 Hours         |
| <b>Administrative Assistant Diploma</b>                       | <b>1296 Hours</b> |

|  |                   |
|--|-------------------|
| <b>ELECTIVES Third Trimester</b>         |                   |
| 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          |
| <b>Admin/Marketing Assistant Diploma</b> | <b>1296 Hours</b> |

|                                     |                   |
|-------------------------------------|-------------------|
| <b>ELECTIVES Third Trimester</b>    |                   |
| Worker Characteristic               | 6 Hours           |
| Accounting                          | 214 Hours         |
| Payroll                             | 106 Hours         |
| Computerized Accounting             | 106 Hours         |
| <b>Accounting Assistant Diploma</b> | <b>1296 Hours</b> |

|   |                   |
|---|-------------------|
| <b>Electives Third Trimester<br/>Medical Administrative Assistant</b> |                   |
| 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          |
| <b>Medical Administrative Assistant<br/>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  
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