TENNESSEE COLLEGE OF APPLIED TECH
PULASKI

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

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:	$1,440 per trimester x 3 trimesters = $4,320 $ 501.00 Books/Supplies; Total Cost $4,821.00* *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 Characteristic	6
Success Strategies	60
Orientation & Safety	6
Technology Foundations	30
Keyboarding & Document Processing	120
Office Procedures I	120
Computer & Calculator Essentials	60
Email Essentials	30
General Office Assistant Certificate	**432 Hours**

Second Trimester	
Worker Characteristic	6
Word Processing Applications	114
Spreadsheet Applications	114
Business Presentations	60
Office Procedures II	60
Employability Skills	78
Administrative Support Specialist Certificate	**864 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 Administrative Assistant	
Worker Characteristic	6
Business Communications	108
Customer Service	118
Financial Functions	100
Administrative Office Practicum	100
Administrative Assistant Diploma	**1296 Hours**

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