



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 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 \$ 499.00 Books/Supplies; Total Cost \$4,819.00* *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 .	

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	Hours
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

Second Trimester	Hours
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

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

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

ELECTIVES Third Trimester Administrative/Marketing Assistant	Hours
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

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