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
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ENROLLMENT INFORMATION

Classes Offered:	Full-Time: Monday - Friday 8 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.

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**