



TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

PULASKI

1233 East College Street, Pulaski, TN 38478

931-424-4014 www.tcatpulaski.edu Online: www.tnecampus.org

Career Training

Administrative Office
Technology
Advanced Manufacturing
Education
Building Construction
Technology
CNC Machining Technology
Computer Operating Systems
and Network Technology
Electrical and Plumbing
Construction Technology
HVAC/R
Industrial Electricity
Industrial Maintenance
Technology
Pharmacy Technician
Practical Nursing
Residential/Commercial
Wiring and Plumbing
Welding Technology

Online Program

Administrative Office
Technology
Campus Locations
Lawrenceburg Instructional
Service Center
North Lawrence Instructional
Service Center
Northfield 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. Microsoft Office Specialist (MOS) Certification is an excellent addition to a student's portfolio and serves as an impressive credential when applying for future employment opportunities.

Employment Opportunities:

- Hospitals
- Doctor's Offices
- Call Centers

Program Instructor:
Brent Nelson

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:	\$1,246 per trimester x 3 trimesters \$2,200 Books/Supplies; Total Cost \$5,938* *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 .	

AA/EEO

The Tennessee College of Applied Technology-Pulaski does not discriminate on the basis of race, color, national origin, sex, veteran status, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Mike Whitehead (931) 424-2420 or mike.whitehead@tcatpulaski.edu

AOT COURSE OUTLINE

First Trimester	
Worker Characteristics	6 Hours
Orientation & Safety	6 Hours
Office Technology Foundations	90 Hours
Keyboarding & Data Entry	90 Hours
Office Procedures I	120 Hours
Computer Essentials	120 Hours
General Office Assistant Certificate	432 Hours

Second Trimester	
Worker Characteristics	6 Hours
Word Processing Applications	120 Hours
Spreadsheet Applications	120 Hours
Office Procedures II	120 Hours
Employability Skills	66 Hours
Office Software Specialist Certificate	864 Hours

<u>ELECTIVES Third Trimester Administrative Assistant</u>	
Worker Characteristics	6 Hours
Business Communications	108 Hours
Customer Service	80 Hours
Financial Functions	100 Hours
Practicum and Simulations	138 Hours
Administrative Assistant Diploma	1296 Hours
Call Center Support Technician (Supplemental Certificate)	
Business Communications	108 Hours
Introduction to Marketing	36 Hours

<u>ELECTIVES Third Trimester Accounting Assistant</u>	
Worker Characteristics	6 Hours
Accounting	214 Hours
Payroll	106 Hours
Automated Accounting	106 Hours
Accounting Assistant Diploma	1296 Hours

<u>ELECTIVES Third Trimester Medical Administrative Assistant</u>	
Worker Characteristics	6 Hours
Medical Terminology	70 Hours
Medical Ethics and Office Management	88 Hours
Introduction to Medical Insurance	100 Hours
Electronic Health Records	78 Hours
Medical Practicum & Simulation	90 Hours
Medical Administrative Assistant Diploma	1296 Hours

For More Information, Please Contact
 Student Services Department
 P.O. Box 614, Pulaski, TN 38478
 931-424-4014

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 Occupational Education
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