TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
KNOXVILLE

1100 Liberty Street | Knoxville, TN 37919
T: 865-546-5567 | F: 865-971-4474
www.tcatknoxville.edu

Administrative Office Technology

The Administrative Office Technology is a hybrid program that offers a wide selection of career training opportunities in the Administrative, Accounting, and Medical fields. Our graduates meet the constant demand for efficient administrative assistants, medical coders, computer applications operators, and bookkeepers.

Students will receive one trimester (four months) of training in general office assistant and one trimester in office software. In addition, students will choose an elective in administrative assistant, accounting assistant, or medical administrative assistant for their last trimester to complete their training. Both Administrative Assistant and Medical Administrative Assistant include practicum hours during the last trimester in which the student will be working in field to complete their training.

Program	Location	Length	Days	Time
Day Program	TCAT Knoxville Main Campus	12 Months	Monday	No class
			Tuesday	1st trimester students 8 am—2:30 pm
			Wednesday	2nd and 3rd trimester students 8 am—2:30 pm
			Thursday	All students attend 8 am—2:30 pm
			Friday	All students ½ day 8 am— 11:30 pm

Completion Award		Required Hours
General Office Assistant	Certificate	432
Office Software Specialist	Certificate	864
Administrative Assistant	Diploma	1296
Accounting Assistant	Diploma	1296
Medical Administrative Assistant	Diploma	1296

Typical Job Opportunities
Medical Secretary
Insurance Clerk
Bookkeeper
Billing & Coding Clerk
Accounts Receivable
Administrative Assistant
Payroll Clerk

HOW TO APPLY

All Documents Must be Presented Together to Apply

1. **FAFSA—Provide Proof of Completed FAFSA School Code = 004025 at www.fafsa.gov**

2. **Complete TCAT Application for Enrollment (Form is Attached)**

Administrative Office Technology

Curriculum

1st Trimester

AOT 0001	Worker Characteristic
AOT 1010	Orientation & Safety
AOT 1020	Office Technology Foundations
AOT 1030	Keyboarding & Data Entry
AOT 1040	Office Procedures I
AOT 1050	Computer Essentials
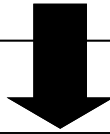
2nd Trimester

AOT 0002	Worker Characteristic
AOT 2010	Word Processing Applications
AOT 2020	Spreadsheet Applications
AOT 2030	Office Procedures II
AOT 2040	Employability Skills
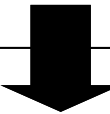
Choose a 3rd Trimester Elective

Administrative Assistant

AOT 0003	Worker Characteristic
AOT 3010	Business Communications
AOT 3020	Customer Service
AOT 3030	Financial Functions
AOT 3040	Practicum & Simulations

Accounting Assistant

AOT 0003	Worker Characteristic
AOT 3050	Accounting
AOT 3060	Payroll
AOT 3070	Automated Accounting

Medical Administrative Assistant

AOT 0003	Worker Characteristic
AOT 3080	Medical Terminology
AOT 3090	Medical Ethics & Office Management
AOT 3100	Intro to Medical Insurance
AOT 3110	Electronic Health Records
AOT 3120	Medical Practicum & Simulation

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY — KNOXVILLE

Administrative Office Technology
Tuition, Book, Tool, and Supply List

1st Trimester

Tuition		Cost		Total
Tuition*		$1,169.00		
Technology Access Fee*		$ 67.00		
Student Activity Fee*		$ 10.00		
TOTAL				**$1,246.00**

Supplies	Needed By	Cost	Required	
2 GB USB Flash Drive	First day of class	$ 10.00	x	
Laptop Computer	First day of class	$ 400.00	x	
Headphones	First day of class	$ 10.00	x	
1" Notebook	First day of class	$ 3.00	x	
TOTAL				**$423.00**

2nd Trimester

Tuition		Cost		
Tuition*		$1,169.00		
Technology Access Fee*		$ 67.00		
Student Activity Fee*		$ 10.00		
TOTAL				**$1,246.00**

3rd Trimester

Tuition		Cost		
Tuition*		$1,169.00		
Technology Access Fee*		$ 67.00		
Student Activity Fee*		$ 10.00		
TOTAL				**$1,246.00**

Miscelleanous Costs		Cost	Required	
Graduation Supplies		$ 40.00	X	
TOTAL				$ 40.00

| **TOTAL PROGRAM COST** | | | | **$4,201.00** |

TENNESSEE COLLEGES OF APPLIED TECHNOLOGY

ENROLLMENT APPLICATION

Applicants must complete every item on this form, sign and date and return it to the College.

<table>
<tr>
<td rowspan="2">Personal Information</td>
<td>

Full Legal Name

_____

        Last   First   Middle

_____   _____

Address   City

_____   _____   _____   _____

County   State   Zip   Email Address

  - -   ____/____/_____   _____   Gender: ___ M   ___ F

Social Security   Date of Birth   Age

Marital Status: ___Married ___Single   Preferred Phone Number: _____

Race: Do you consider yourself to be Hispanic/Latino/Spanish origin? ___Yes ___No

Select one or more of the following racial categories to best describe you:
____American Indian/Alaska Native   ____Native Hawaiian/Pacific Islander
____Asian   ____White
____Black or African American

Citizenship status: ___US Citizen or US National   ___ US Dual Citizen   ___ US Permanent Resident or Refugee ___Other

US Forces Status: ___Currently Serving ___Previously Serving ___Current Dependent ___N/A

ALL MALES 18 OR OLDER **MUST** be registered with Selective Service. Have you registered for Selective Service?
___Not required to registered ___Registered ___Required to register, but not registered

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<tr>
<td>Prior Education/ Training</td>
<td>

Education (**insert highest level of education completed**): _____

Name of last high school attended: _____

High school graduation date (mm/yyyy): _____ GED Diploma Date _____

Are you seeking credit for prior education, training or work experience? ___Yes ___No

</td>
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<tr>
<td>Program</td>
<td>

Please review the campuses website and provide the program name choice for career training (Example: Administration Office Technology)

_____

When will you be available to enroll in class? ___ Fall ___ Spring ___Summer

Do you plan to apply for financial aid? ___Yes ___No

</td>
</tr>
</table>

Signature of Applicant: _____ Date of Application: _____

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY
KNOXVILLE

Application for Enrollment

The information is for Office use only:

ADMISSIONS REQUIREMENTS

☐ FAFSA   ☐ I will not be filing financial aid. I will be paying for my education. Students Initials: _____

☐ Immunizations   ☐ Education Transcripts

SPECIAL ADMISSIONS REQUIREMENTS

Cosmetology:

☐ Photo ☐ Proof of Age ☐ Copy of SS Card ☐ RT/LT Handed ☐ Manicuring Only

Dental Assisting, Medical Assisting, and Surgical Technology
Compass required scores: Math 30 and Reading 70

☐ COMPASS or ACT – Scores:_____ Math _____ Reading (Date:_____)
☐ CPR Documentation (BLS for Healhcare Providers)

Practical Nursing:

Compass required scores: Math 50 and Reading 80
☐ Notarized Declaration of Citizenship   ☐ Copy of ID Used to Declare Citizenship
☐ CPR Documentation (BLS for Healhcare Providers)
☐ COMPASS or ACT – Scores:_____ Math _____ Reading (Date:_____)

Truck Driving:

☐ MVR   ☐ DOT Physical   ☐ Valid Driver's License
☐ U.S. Citizenship / Residency

Staff Signature: _____

Date: _____