



Administrative Office Technology

The Administrative Office Technology 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/ Knoxville Campus | 12 Months | Monday-Friday | 8:00 am—2:30 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

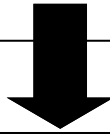
- ⇒ Complete the **Free Application For Federal Student Aid (FAFSA)** online – the website is www.fafsa.ed.gov and our school code is 004025.
- ⇒ Complete **TCAT Knoxville Application for Enrollment** online at <https://apply.tbr.edu/?tcat=knoxville>

Administrative Office Technology

Curriculum/Courses

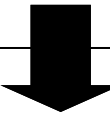
1st Trimester

| | |
|----------|-------------------------------|
| 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 |



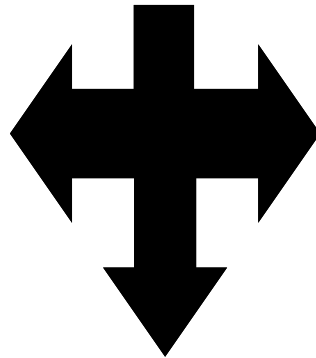
Choose a 3rd Trimester Elective

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 |