



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
Administrative Support	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 1000	Technology Foundations
AOT 1010	Orientation & Safety
AOT 1020	Success Strategies
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



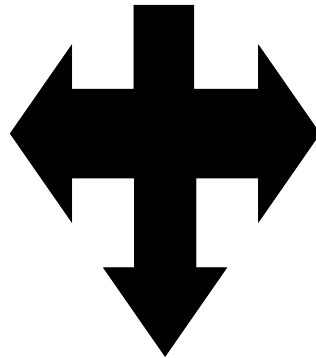
Choose a 3rd Trimester Elective

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	Computerized 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