



# 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, 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 either administrative assistant or accounting assistant with financial services being added in January 2020 for their last trimester to complete their training. 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
Financial Services	Diploma	1296

## Typical Job Opportunities

Medical Secretary  
Insurance Clerk  
Bookkeeper  
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](http://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



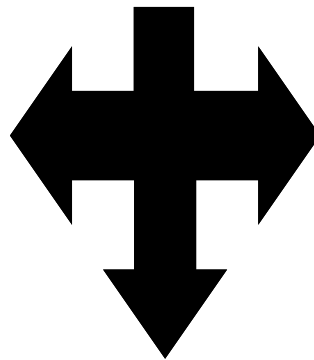
### Choose a 3rd Trimester Elective

#### *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



#### *Financial Services*

AOT 0003 Worker Characteristic  
AOT 3010 Business Communications  
AOT 3030 Financial Functions  
AOT 3170 Understanding Bank Products  
AOT 3180 Teller Basics