

# 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, accounting assistant, or financial services 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 Specialist	Certificate 864
Administrative Assistant	Diploma 1296
Admin/Marketing 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

**Completion Rate 2021: 94%**

**Placement Rate 2021: 100%**

## 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.studentaid.gov](http://www.studentaid.gov) and our school code is 004025.
- ⇒ Complete **TCAT Knoxville Application for Enrollment** online at [tcatknoxville.edu](http://tcatknoxville.edu) and select **APPLY NOW**

# Administrative Office Technology

## Curriculum/Courses

### *1st Trimester*

AOT 0001	Worker Characteristic
AOT 1021	Technology Foundations
AOT 1010	Orientation & Safety
AOT 1030	Keyboarding & Data Entry
AOT 1005	Success Strategies
AOT 1040	Office Procedures I
AOT 1050	Computer Essentials



### *2nd Trimester*

AOT 0002	Worker Characteristic
AOT 2015	Word Processing Applications
AOT 2025	Spreadsheet Applications
AOT 2030	Office Procedures II
AOT 2045	Employability Skills



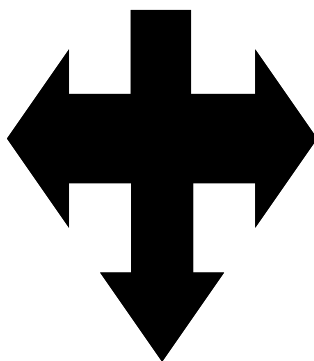
### Choose a 3rd Trimester Elective

#### *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 3071	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

#### *Admin/Marketing Assistant*

AOT 0003	Worker Characteristic
AOT 3011	Business Communications
AOT 3021	Customer Service
AOT 3031	Financial Functions
AOT 3180	Digital Media Design and Publishing
AOT 3180	Social Media and Marketing