



TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY  
KNOXVILLE

# Administrative Office Technology

12 Month Day Program (Monday-Friday, 8:00am to 2:30pm)  
Offered at Main Campus

## About

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.

## Curriculum and Courses

All full-time TCAT Knoxville programs include Workplace Characteristic courses each trimester.

- Orientation & Safety
- Technology Foundations
- Keyboarding and Document Processing
- Office Procedures
- Computer and Calculator Essentials
- Email Essentials
- Word Processing Applications
- Spreadsheet Applications
- Business Presentations
- Employability Skills

## Completion Awards

- 432 General Office Assistant Certificate
- 864 Administrative Support Specialist Certificate
- 1296 Administrative Assistant Diploma
- 1296 Admin/Marketing Assistant Diploma
- 1296 Accounting Assistant Diploma
- 1296 Financial Services Diploma

Completion Rate (as of 2022)

75%

Placement Rate (as of 2022)

64%



LEARN MORE!

## How To Apply

- Complete TCAT Knoxville Application for Enrollment online at [www.tcatknoxville.edu](http://www.tcatknoxville.edu).
- Complete the Free Application For Federal Student Aid (FAFSA) online at [www.studentaid.gov](http://www.studentaid.gov). Our school code is 004025.

# Administrative Office Technology Third Trimester Electives

All Administrative Office Technology students at TCAT Knoxville have the same classes for the first two trimesters. After these two trimesters, students can specialize for the third trimester, choosing one of the four electives to complete their diploma!



## Administrative Assistant Diploma

- Business Communications
- Customer Service
- Financial Functions
- Practicum & Simulations

## Admin/Marketing Assistant Diploma

- Business Communications
- Customer Service
- Financial Functions
- Social Media and Marketing
- Digital Media Design and Publishing



## Accounting Assistant Diploma

- Accounting
- Payroll
- Computerized Accounting

## Financial Services Diploma

- Business Communications
- Financial Functions
- Understanding Bank Products
- Teller Basics