



**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.
- Complete the Free Application For Federal Student Aid (FAFSA) online at 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