



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
Office Software Specialist	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

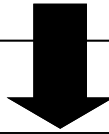
1. **FAFSA—Provide Proof of Completed FAFSA School Code = 004025 at www.fafsa.gov**
2. **Complete TCAT Application for Enrollment (Form is Attached)**

Administrative Office Technology

Curriculum/Courses

1st Trimester

AOT 0001	Worker Characteristic
AOT 1010	Orientation & Safety
AOT 1020	Office Technology Foundations
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



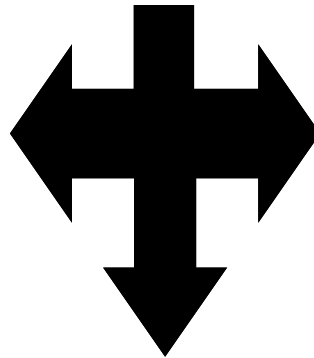
Choose a 3rd Trimester Elective

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	Automated 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



Administrative Office Technology

Tuition, Book, Tool, and Supply List

1st Trimester				
Tuition		Cost		Total
Tuition*		\$1,169.00		
Technology Access Fee*		\$ 67.00		
Student Activity Fee*		\$ 10.00		
TOTAL				\$1,246.00
Supplies				
	Needed By	Cost	Required	
2 GB USB Flash Drive	First day of class	\$ 10.00	x	
Laptop Computer	First day of class	\$ 400.00	x	
Headphones	First day of class	\$ 10.00	x	
1" Notebook	First day of class	\$ 3.00	x	
TOTAL				\$423.00
2nd Trimester				
Tuition		Cost		Total
Tuition*		\$1,169.00		
Technology Access Fee*		\$ 67.00		
Student Activity Fee*		\$ 10.00		
TOTAL				\$1,246.00
3rd Trimester				
Tuition		Cost		Total
Tuition*		\$1,169.00		
Technology Access Fee*		\$ 67.00		
Student Activity Fee*		\$ 10.00		
TOTAL				\$1,246.00
Miscellaneous Costs		Cost	Required	
Graduation Supplies		\$ 40.00	x	
TOTAL				\$ 40.00
TOTAL PROGRAM COST				\$4,201.00



TENNESSEE COLLEGES OF APPLIED TECHNOLOGY

ENROLLMENT APPLICATION

Applicants must complete every item on this form, sign and date and return it to the College.

Personal Information	Full Legal Name <hr/> <div style="display: flex; justify-content: space-between; width: 80%; margin-left: auto; margin-right: auto;"> Last First Middle </div> <hr/> Address _____ City _____ County _____ State _____ Zip _____ Email Address _____ Social Security _____ Date of Birth _____ Age _____ Gender: ___ M ___ F Marital Status: ___ Married ___ Single Preferred Phone Number: _____ Race: Do you consider yourself to be Hispanic/Latino/Spanish origin? ___ Yes ___ No Select one or more of the following racial categories to best describe you: ___ American Indian/Alaska Native ___ Native Hawaiian/Pacific Islander ___ Asian ___ White ___ Black or African American Citizenship status: ___ US Citizen or US National ___ US Dual Citizen ___ US Permanent Resident or Refugee ___ Other US Forces Status: ___ Currently Serving ___ Previously Serving ___ Current Dependent ___ N/A ALL MALES 18 OR OLDER MUST be registered with Selective Service. Have you registered for Selective Service? ___ Not required to registered ___ Registered ___ Required to register, but not registered
	Prior Education/ Training Education (insert highest level of education completed): _____ Name of last high school attended: _____ High school graduation date (mm/yyyy): _____ GED Diploma Date _____ Are you seeking credit for prior education, training or work experience? ___ Yes ___ No
	Program Please review the campuses website and provide the program name choice for career training (Example: Administration Office Technology) _____ When will you be available to enroll in class? ___ Fall ___ Spring ___ Summer Do you plan to apply for financial aid? ___ Yes ___ No

Signature of Applicant: _____ Date of Application: _____

The Tennessee Colleges of Applied Technology (TCATs) do not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information and any other category protected by federal or state civil rights law with respect to all employment, programs and activities sponsored by the TCATs.



OFFICE USE ONLY

ADMISSIONS REQUIREMENTS

FAFSA I will not be filing financial aid. I will be paying for my education. Students Initials: _____

SPECIAL ADMISSIONS REQUIREMENTS

Cosmetology:

Photo Proof of Age Copy of SS Card RT/LT Handed Manicuring Only
 Educational Transcripts

Dental Assisting, Medical Assisting, and Surgical Technology

HESI scores: Math 70 and Reading 70 | Compass scores: Math 30 and Reading 70

HESI | ACT | Compass Scores: _____ Math _____ Reading _____ (Date: _____)
 CPR Documentation (BLS for Healthcare Providers)
 Educational Transcripts Immunizations

Medical Office Information Technology

Educational Transcripts

Practical Nursing:

HESI required scores: Math 70 and Reading 70 | Compass scores: Math 50 and Reading 80

Notarized Declaration of Citizenship Copy of ID Used to Declare Citizenship
 CPR Documentation (BLS for Healthcare Providers)
 Educational Transcripts Immunizations
 HESI | ACT | Compass Scores: _____ Math _____ Reading _____ (Date: _____)

Truck Driving:

MVR DOT Physical Valid Driver's License
 U.S. Citizenship / Residency

Staff Signature: _____

Date: _____