



# 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*

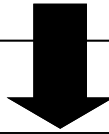
- ⇒ Complete the **Free Application For Federal Student Aid (FAFSA)** online – the website is [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and our school code is 004025.
- ⇒ Complete **TCAT Knoxville Application for Enrollment** online at <https://apply.tbr.edu/?tcat=knoxville>

# Administrative Office Technology

## Curriculum/Courses

### *1st Trimester*

AOT 0001	Worker Characteristic
AOT 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



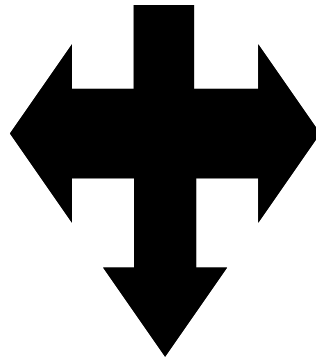
### Choose a 3rd Trimester Elective

#### *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		
<b>TOTAL</b>				<b>\$1,246.00</b>
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
<b>TOTAL</b>				<b>\$423.00</b>
2nd Trimester				
Tuition		Cost	Total	
Tuition*		\$1,169.00		
Technology Access Fee*		\$ 67.00		
Student Activity Fee*		\$ 10.00		
<b>TOTAL</b>				<b>\$1,246.00</b>
3rd Trimester				
Tuition		Cost	Total	
Tuition*		\$1,169.00		
Technology Access Fee*		\$ 67.00		
Student Activity Fee*		\$ 10.00		
<b>TOTAL</b>				<b>\$1,246.00</b>
Miscellaneous Costs		Cost	Required	
Graduation Supplies		\$ 40.00	x	
<b>TOTAL</b>				<b>\$ 40.00</b>
<b>TOTAL PROGRAM COST</b>				<b>\$4,201.00</b>