

Our Mission

The Tennessee Colleges of Applied Technology continue to serve as the premier providers for workforce development throughout the State of Tennessee. The colleges fulfill the mission by:

- Providing competency-based training through various types of instructional delivery systems of the highest quality that will qualify individuals for employment and/or advancement in jobs.
- Providing high quality training and retraining of employed workers.
- Providing high quality training that is economical and accessible to all residents of Tennessee, thereby contributing to the economic and community development of the communities we serve.

Tennessee College of Applied Technology Elizabethton

- Accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Suite 325, Atlanta, GA 30350, telephone 1-800-917-2081.
- Approved for the training of veterans by the State Office for Veterans' Education and the Tennessee Higher Education Commission.
- Governed by the Tennessee Board of Regents, 1415 Murfreesboro, Road, Suite 350, Nashville, TN 37217, telephone 615-366-4400.

Tennessee College of Applied Technology Elizabethton

Website address: www.tcatelizabethton.edu

426 Highway 91 North

Elizabethton, TN 37643

Telephone 423-543-0070, Toll Free 1-888-986-2368

Fax 423-547-2587

Office Hours: Monday-Friday 7:30 AM- 4:30 PM ET

“Workforce development. It’s what we do.”™

The Tennessee College of Applied Technology Elizabethton, a Tennessee Board of Regents institution, is an AA/EEO/ADA employer and does not discriminate on the basis of race, color, national origin, gender, ability and age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Student Services Coordinator, Tennessee College of Applied Technology Elizabethton, 426 Highway 91 North, Elizabethton, TN 37643, telephone 423-543-0070. Printed by Sabre Printers, 325 West Walnut Street, Johnson City, TN 37604. TBR 260, POE 14200. 1M.

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**Tennessee College of
Applied Technology Elizabethton**
426 Highway 91 North
PO Box 789
Elizabethton, TN 37644

ADMINISTRATIVE OFFICE
TECHNOLOGY



TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
—ELIZABETHTON—



ADMINISTRATIVE OFFICE TECHNOLOGY

C.I.P. Code 52.0402

The Administrative Office Technology program is designed to develop skills through technical training necessary for entry-level employment in an office setting of the 21st Century. The curriculum reflects the use of the latest software applications and state-of-the-art office equipment.

During the technical training, students also learn proper office procedures, and interpersonal skills through the strong emphasis of worker characteristics necessary for success in any working environment. Additionally, many of the courses assist the student with the preparation needed to sit for various certification examinations.

The program is designed to prepare students for employment with a variety of professional organizations as accounting assistants, administrative assistants, or medical administrative assistants.

LENGTH OF PROGRAM

The average length of the competency-based program is 1,296 hours (12 months) for full-time students and 1,296 hours (16 months) for part-time students.

ADMISSION REQUIREMENTS

This program operates on an open-entry, open-exit basis. Students may enter the program anytime during the school year, subject to space availability. Students must have a high school diploma or equivalent.

CLASS HOURS

Classes meet from 8:00 AM to 3:00 PM Monday-Friday at the Main Campus, 426 Highway 91, Elizabethton, and Mountain City Instructional Cen-

ter, 358 Hospital Road, Mountain City. Part-time classes are available at the Main Campus and meet from 3:00 PM to 7:30 PM Monday-Friday.

CERTIFICATE AWARDS

General Office Assistant (432 hours to complete)
Office Software Specialist (864 hours to complete)

DIPLOMA AWARDS

(12 months to complete)
*Accounting Assistant
*Administrative Assistant
*Medical Administrative Assistant
*Available online at www.rod.p.org.

UNITS OF STUDY

First and Second Trimesters

(Core Courses)
Orientation and Safety
Office Technology
Foundations
Keyboarding/Data Entry
Office Procedures I & II

Computer Essentials
Word Processing
Applications
Spreadsheet Applications
Employability Skills

Third Trimester

(Choose your program.)
Accounting Assistant
Accounting
Payroll
Computerized Accounting
Administrative Assistant
Customer Service
Financial Functions
Business Communication
Practicum/Software
Simulation

Medical Administration
Medical Terminology
Medical Ethics &
Office Management
Introduction to Medical
Insurance
Electronic Health Records
Medical Practicum/
Simulation

STUDENT SERVICES

The Student Services Office provides counseling to all students and potential students. Telephone 423-543-0070 to speak with a counselor. For auxiliary aids and services to individuals with disabilities and/or limited English proficiency, contact the Student Services Coordinator, telephone 423-543-0070.

APPLICATION PROCEDURES

Complete an application for admission. The application may be obtained at the Main Campus, 426 Highway 91 North, Elizabethton, from 7:30 AM to 4:30 PM, Eastern Time, Monday-Friday, or online at www.tcatelizabethton.edu. You must also provide a copy of your high school diploma or equivalent.

TUITION AND FEES

The current fee schedule is found in the TCAT Elizabethton Catalog/Student Handbook or at the website, www.tcatelizabethton.edu. Fees are subject to change by the Tennessee Board of Regents.

FINANCIAL ASSISTANCE

You may qualify for financial assistance. Contact the Financial Aid Office for additional information.

TRANSFER CREDITS

Credit for high school training is considered by the Tennessee College of Applied Technology Elizabethton on an individual case basis. Graduates of TCAT Elizabethton may also receive college credit in some two and four-year degree programs.

WEBSITE

www.tcatelizabethton.edu