



MISSION STATEMENT

The Tennessee Colleges of Applied Technology serve as premier suppliers of workforce development throughout Tennessee. The colleges fulfill their mission by:

- Providing competency-based training through superior quality, traditional and distance learning instruction methods that qualify completers for employment and job advancement;
- Contributing to the economic and community development of the communities served by training and retraining employed workers;
- Ensuring that programs and services are economical and accessible to all residents of Tennessee; and
- Building relationships of trust with community, business, and industry leaders to supply highly skilled workers in areas of need.



A **Tennessee Board of Regents** Institution
AA/ADA/EEO Training Institution

Accredited by **Council on Occupational Education**
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA. 30350 • 770-396-3898

TCAT Upper Cumberland is an equal access, equal opportunity organization. More: tbr.edu/nds. 2026/07/P28-26



CLASS SCHEDULES

Full-time classes are offered Monday through Friday between the hours of 7:45 a.m. and 2:30 p.m. Part-time class schedules may vary according to local needs.

This program is offered at the main campus and at the Livingston campus.

STUDENT COST

Cost can be found on our website:
www.tcatuppercumberland.edu/programs.

FINANCIAL AID

Financial aid is available to those students who are eligible. Students can be assessed for eligibility for Federal Pell Grants, Federal SEOG, TN Student Assistance Award, Wilder-Naifeh Technical Skills Grant, TN Promise, TN Reconnect and Federal Work Study. The school also coordinates efforts with the Department of Veteran's Affairs, Voc. Rehabilitation, WIOA, TRA and TOPS.

LOCAL HIGH SCHOOL ARTICULATION

TCAT Upper Cumberland has articulation agreements with local high schools in the school's service area. These agreements establish guidelines by which high school students may receive advanced placement in programs for skills acquired in high school. For more information on how to receive advanced placement, contact your high school guidance counselor or the Student Services Office at TCAT Upper Cumberland.

910 MILLER AVE
CROSSVILLE, TN 38555
931-484-7502

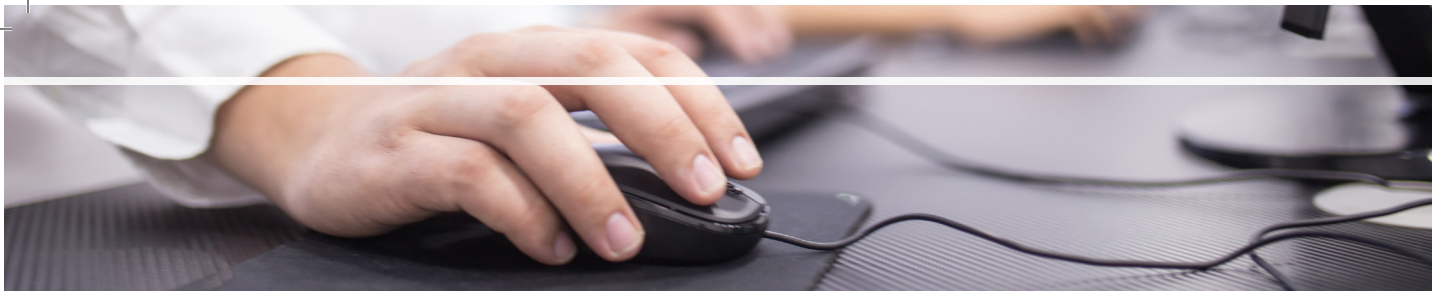
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ADMINISTRATIVE OFFICE TECHNOLOGY

WE BUILD CAREERS.



 **TCAT**
UPPER CUMBERLAND



PROGRAM DESCRIPTION

Get ready for the modern workplace with training that builds strong office, communication and technology skills. The Administrative Office Technology program prepares you for entry-level administrative work in a wide range of professional settings. You'll learn how to handle everyday office tasks, use common business software and communicate clearly while developing the organization and problem-solving abilities employers value.

You will learn how to:

- Perform business office procedures and support daily office operations
- Create, edit and process professional business documents
- Build keyboarding, proofreading and document formatting skills
- Use office software for word processing, spreadsheets, email and presentations
- Practice business writing, customer service and professional communication
- Manage records, files and routine administrative tasks
- Apply business etiquette, workplace professionalism and dependability
- Strengthen problem-solving and organizational skills in office settings

CERTIFICATES & DIPLOMAS

Certificates

General Office Assistant	432 hours
Administrative Support Specialist	864 hours

Diplomas

Accounting Assistant	1296 hours
Administrative Assistant	1296 hours
Admin/Marketing Asst. (Livingston Campus)	1296 hours
Medical Administrative Assistant	1296 hours
Financial Services (Livingston Campus)	1296 hours
Legal Administrative Assistant	1296 hours

ADMISSION POLICY

A. Applicants Not Enrolled in High School

Applicants not enrolled in high school are eligible for admission provided that:

1. They are at least 18 years of age or have a high school diploma or equivalent.
2. They declare an occupational objective or demonstrate through testing or counseling reasonable potential for achieving that objective.

B. Applicants Enrolled in High School

Applicants enrolled in high school are eligible for admission provided that:

1. An agreement authorizing such admission concluding between the local Board of Education and the Tennessee College of Applied Technology. Such agreements are subject to the approval of the chancellor or his designee.
2. Admission of Foreign Non-Immigrants. Foreign non-immigrant applicants are eligible for admission if they meet the same conditions required for other applicants.

ADMISSION PROCEDURES

STEPS FOR ENROLLMENT



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COURSES

First Trimester

Worker Characteristic
Orientation & Safety
Success Strategies
Technology Foundations
Keyboarding & Document Processing
Office Procedures I
Computer & Calculator Essentials
Email Essentials

Second Trimester

Worker Characteristic
Word Processing Applications
Spreadsheet Applications
Business Presentations
Office Procedures II
Employability Skills

Third Trimester

Worker Characteristic
Business Communications
Customer Service
Financial Functions
Practicum & Simulations
Worker Characteristic
Accounting
Payroll
Computerized Accounting
Worker Characteristic
Medical Terminology
Medical Ethics & Office Mgmt
Intro to Medical Insurance
Electronic Health Records
Medical Practicum & Simulation
Worker Characteristic
Legal Terminology
Legal Office Technology
Legal Office Ethics & Proc
Legal Office Practicum