



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



CLASS SCHEDULES

Full-time classes are offered Monday through Friday between the hours of 7:45 a.m. and 2:15 p.m. Part-time class schedules may vary according to local needs.

This program is offered at the main 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

The Tennessee College of Applied Technology 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

TCATUPPERCUMBERLAND.EDU

ADMINISTRATIVE OFFICE TECHNOLOGY

WE BUILD CAREERS.



TCAT
UPPER CUMBERLAND

PROGRAM DESCRIPTION

This program provides essential training in business office procedures, customer service skills, business communications, keyboarding and document processing, proofreading and editing, business etiquette, problem solving, business writing, records and file management, and business computer skills. The administrative office student will receive specialized training in general office assisting and administrative support assisting and will receive a certificate upon completion of this training. In addition, students will choose an elective in the following career areas: administrative assistant, accounting assistant, medical administrative assistant or legal administrative assistant and will receive a diploma upon completion of this training.

Students who meet the requirements in academic and worker characteristic criterion will have the opportunity to work in the field with a practicum experience. The practicum experience is offered with our Accounting Assistant, Administrative Assistant, Medical Administrative Assistant and Legal Assistant programs. Graduates will be skilled for an entry-level administrative career.

OUTCOMES

At completion of a diploma in Administrative Office Technology, graduates will be skilled for an entry-level administrative career.

CERTIFICATES & DIPLOMAS

Certificates

General Office Assistant	432 hours
Administrative Support Specialist	864 hours

Diplomas

Accounting Assistant	1296 hours
Administrative Assistant	1296 hours
Medical Administrative Assistant	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



PICK A PROGRAM



FILL OUT ONLINE APPLICATION



SUBMIT PROGRAM SPECIFIC APPLICATION MATERIALS (IF REQUIRED)



REQUEST/SUBMIT TRANSCRIPTS



COMPLETE FAFSA



SET UP YOUR TCAT STUDENT EMAIL

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