General Information

Admission Policy

A. Tennessee College of Applied Technology Livingston admits applicants on a 'first-come, first serve" basis.

  1. Applicants Not Enrolled in High School

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

      1. They are at least eighteen (18) years of age or have a high school diploma or equivalent.

      2. Select a program of study

      3. Complete an admissions application

      4. Submit program specific materials and complete additional requirements of the chosen program (if required).

B. **Admission of Church-Related and Home School Students**

  1. Students who have attended a church-related school or home school as defined by T.C.A § 49-50-801 and T.C.A § 49-6-3050 are eligible for admission

    A. Church-Related or Home School Students who do not present valid ACT, SAT or other approved assessment scores at time of admissions may be subject to program assessments to determine program eligibility.

C. **Admission of Foreign Non-Immigrants**

  1. Foreign non-immigrant applicants are eligible for admission if they meet the same conditions required for other applicants as well as the requirements of the U.S. Bureau of Naturalization and Immigration.

D. **Standardized Examination Scores**

  1. Colleges of applied technology may use standardized test scores for advisement and placement purposes.

E. **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.

Admission Procedures (www.tcatlivingston.edu)

STEPS FOR ENROLLMENT

1. Pick A Program
2. Fill Out Online Application
3. Submit Program Specific Application Materials, (If Required)
4. Submit proof of vaccination
5. Request/Submit Transcripts
6. Complete FAFSA

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.

Student Cost

Cost can be found on our website at www.tcatlivingston.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 at Livingston 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 Livingston.

-For Gainful Employment Information see website

Administrative Office Technology
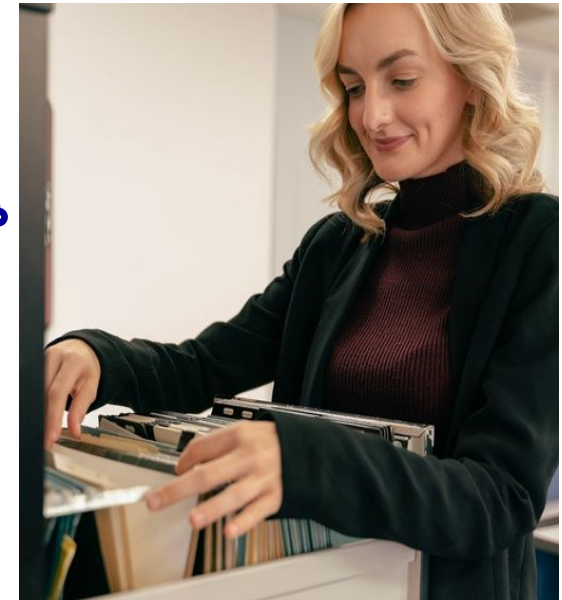
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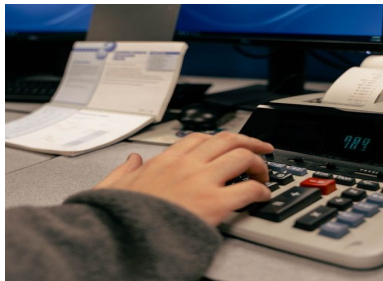
Administrative Office Technology

Approximately: 12 Months

Mission Statement

The mission of the Administrative Office Technology program at the Tennessee College of Applied Technology in Livingston is to meet more adequately the occupational and technical training needs of citizens and residents of the College's service area including employees of existing and/or prospective industries and businesses of the state. The basic philosophy of the Administrative Office Technology program is that every citizen should have the privilege and opportunity to reach as high a station in life as he/she is capable of reaching or desires to reach.

The Administrative Office Technology program also strives —

- To provide competency-based training through superior quality, traditional and distance learning instruction methods that qualify completers for employment and job advancement;

- To contribute to the economic and community development of the communities served by training and retraining employed workers;

- To ensure that programs and services are economical and accessible to all residents of the Upper Cumberland and Tennessee; and

- To build relationships of trust with community, business, and industry leaders to supply highly skilled workers in areas of need.

Course Description

The Administrative Office Technology Program offers training in several areas. Because every successful office worker needs a strong background in basic office skills, these courses are required by all students:

Keyboarding/Data Entry
Employability Skills
Computer Essentials
Technology Foundations

Depending on the student's area of interest, a technical track is chosen. In addition to the above courses, students complete the courses relative to the chosen technical area.

Certification

The Administrative Office Technology program competencies are aligned to prepare students for several certification exams, depending on the area of study to include:

- MOS Core Certification in Word, Excel and Powerpoint

- NACPB Bookkeeper Certification Exam

- NACPB Payroll Certification Exam

- NACPB Quickbooks Certification Exam

- Intuit Quickbooks Certified (IQCU) Exam

- Medicare Administrative Assistant Certification

- Billing Coding Specialist Certification (BCSC)

- Certified Billing and Coding Specialist (CBCS)

- Certified Professional Coder (CPC) Certification

Certificates and Diplomas

General Office Assistant Certificate

432 Hours - First Trimester *(Core)*

Accounting Assistant Diploma

General Office Assistant Certificate	432 Hours
Administrative Support Certificate	864 Hours
Accounting Assistant Diploma	1296 Hours

Administrative Assistant Diploma

General Office Assistant Certificate	432 Hours
Administrative Support Certificate	864 Hours
Administrative Assistant Diploma	1296 Hours

Legal Assistant Diploma

General Office Assistant Certificate	432 Hours
Administrative Support Certificate	864 Hours
Legal Administrative Assistant Diploma	1296 Hours

Medical Administrative Assistant Diploma

General Office Assistant Certificate	432 Hours
Administrative Support Certificate	864 Hours
Medical Administrative Assistant Diploma	1296 Hours

Medical Coding Specialist Diploma

General Office Assistant Certificate*	432 Hours
Medical Coding Specialist Diploma	1296 Hours

Job Titles

- Insurance Clerk
- Scheduler
- Payroll Clerk
- Legal Secretary
- Data Entry Clerk
- Administrative Assistant

Job Outlook

Employment of secretaries and administrative assistants is projected to grow 3 percent from 2014 to 2024.