## 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 eighteen (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. Enrollment is limited to one (1) occupational area.

**C. 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

**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

A maintenance and technology fee is charged for each trimester of enrollment. Students must provide the following as required by the area of training: textbooks, workbooks, paper, pencil, tools, uniforms (if required), and all parts and materials used on personal projects.

## 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 TCATL.

**740 HI TECH DRIVE
LIVINGSTON, TN  38570
931-823-5525**

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# ADMINISTRATIVE OFFICE TECHNOLOGY

### WE *BUILD* CAREERS.

### TCAT
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## 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:

Office Procedures

Keyboarding and Document Processing

Computer and Calculator Essentials

Technology Foundations

Email Essentials

Employability Skills

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:

- Microsoft Office Outlook Associate Certification, Microsoft Office PowerPoint Associate Certification, Microsoft Office Word Associate Certification, Microsoft Office Word Expert Certification, Microsoft Office Excel Associate Certification, Microsoft Office Excel Expert Certification
- Certified Professional Biller Certification (CPB)
- 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 & DIPLOMAS

**Approximately: 12 Months**

### Assistant Certificate
| | |
|---|---|
| General Office Assistant Certificate | 432 hours |
| *First Trimester (Core)* | |
| Administrative Support Specialist Certificate | 864 hours |

### Administrative Assistant Diploma
| | |
|---|---|
| General Office Assistant Certificate | 432 hours |
| Administrative Support Specialist Certificate | 864 hours |
| Administrative Assistant Diploma | 1296 hours |

### Legal Administrative Assistant Diploma
| | |
|---|---|
| General Office Assistant Certificate | 432 hours |
| Administrative Support Specialist Certificate | 864 hours |
| Legal Administrative Assistant Diploma | 1296 hours |

### Medical Administrative Assistant Diploma
| | |
|---|---|
| General Office Assistant Certificate | 432 hours |
| Administrative Support Specialist 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 |

### Financial Services Diploma
| | |
|---|---|
| General Office Assistant Certificate | 432 hours |
| Administrative Support Specialist Certificate | 864 hours |
| Financial Services Diploma | 1296 hours |

### Admin/Marketing Assistant Diploma
| | |
|---|---|
| General Office Assistant Certificate | 432 hours |
| Administrative Support Specialist Certificate | 864 hours |
| Admin/Marketing Assistant Diploma | 1296 hours |