



Tennessee Board of Regents
1 Bridgestone Park
Nashville TN 37214

The Tennessee College of Applied Technology Hartsville is one of 45 institutions in the Tennessee Board of Regents system, the seventh largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system, which is comprised of six universities, thirteen two-year institutions, and twenty-six colleges. The Tennessee Board of Regents system enrolls more than 80% of all Tennessee students attending public institutions of higher education.

The primary purpose of the Tennessee College of Applied Technology is to meet the occupational and technical training needs of citizens and residents of this area; this purpose includes employees of existing and prospective businesses and industries of the State.

The College fulfills this purpose by providing both career-centered and needs-centered training. Career-centered training encompasses the center's full-time programs. Needs-centered training addresses the specific training or re-training needs of the individual business or industry. All courses are designed with the help of the company's management team to ensure that the employees receive the skills needed to meet specific technical skill requirements.

TCAT Hartsville does not discriminate on the basis of race, color, national origin, sex, disability. See <http://www.tcathartsville.edu/aaeco>

Training Programs

Hartsville Campus

Administrative Office Technology
Automotive Technology
Certified Nurse Technician
Computer Information Technology
Industrial Maintenance/Mechatronics
Machine Tool Technology
Practical Nursing
Welding Technology

Lebanon Campus

Advanced Manufacturing
Computer Information Technology
Machine Tool Technology
Practical Nursing
Welding



The Tennessee College of Applied Technology Hartsville is governed by the Tennessee Board of Regents and is accredited by the Accrediting Commission of the :

Council of Occupational Education

7840 Roswell Road, Building 300, Suite 325,
Atlanta, Georgia 30350
Telephone: (770) 396-3898 or
1-800-917-2081

February 2016

*Real Skills.
Real Jobs.*

Administrative Office Technology

The mission of the Administrative Office Technology program is to provide technical instruction and training in the field of business with the opportunity to build knowledge, skills, and attitudes that are essential for successful entry-level employment.



716 McMurry Blvd., Hartsville, TN 37074
415 Tennessee Blvd., Lebanon TN 37087
Tel. 615-374-2147 or 615-547-1128
Fax 615-374-2149



Program Insights

The Administrative Office Technology program is designed to develop the skills, knowledge, and attitudes that office professionals need to secure good jobs and succeed in today's computerized offices as well as the more traditional office environments.

Students have the opportunity to work and experience extensive "hands-on" training with modern office equipment and computer software. Each phase of the program has been carefully structured so that every student may reach the maximum skill level regardless of whether or not the student has had prior office training or experience.

Trainees may select a major area of interest leading to a diploma. Within each major area, students also have the opportunity to develop the skills needed for several different certificate levels of training.

Students receive up-to-date instruction, realistic work simulations, and experience on today's most widely used office equipment. The program features articulation agreements with secondary and post-secondary schools for transition through the instructional process.

Course Awards and Length

Diploma

Administrative Assistant	1296 hrs
Accounting Assistant	1296 hrs
Medical Administrative Assistant	1296 hrs

Certificate

General Office Assistant	432 hrs
Office Software Specialist	864 hrs

Career Outlook

Growing levels of office automation and organizational restructuring will continue to make secretaries and administrative assistants more productive in coming years. Personal computers, electronic mail, scanners, and voice message systems will allow secretaries to accomplish more in the same amount of time. The use of automated equipment is also changing the distribution of work in many offices.

JOB OPPORTUNITIES

Projected employment of secretaries will vary by occupational specialty. Employment growth in the health and legal services industries should lead to average growth for medical and legal secretaries.

EXPECTED WAGES

Median-\$15/hour

GAINFUL EMPLOYMENT

GO TO: <https://tcathartsville.edu/future-students/gainful-employment-disclosures>

COST OF TRAINING

Tuition and fees approximately	\$3,738
Books and supplies approximately	\$1,000

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.tcathartsville.edu.

ENROLLMENT

Because instruction is individualized, students may enroll when a vacancy occurs.

TRAINING SCHEDULE

8:00 a.m. to 2:30 p.m.

Monday through Friday

Part-time day schedules are available on an as needed basis.

For More Information Contact:

Student Services at (615) 374-2147

2015-2016 COE Annual Report

Completion Rate	84%
Placement Rate	84%
Licensure Rate	86%

