The Tennessee College of Applied Technology Hartsville is a member of TBR – The College System of Tennessee, the largest system of higher education in the state. The Tennessee Board of Regents is the governing board of the System, which is comprised of 13 community colleges and 27 technical colleges.

The primary purpose of the Tennessee College of Applied Technology is to meet the occupational and technical training needs of our community, including 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 individual businesses or industries. All needs-centered courses are designed with the help of the company's management team to ensure that employees receive the skills needed to meet specific technical skill requirements.

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

ADDITIONAL PROGRAMS

Hartsville Campus

Administrative Office Technology

Automotive Technology

Certified Nurse Assistant

Computer Information Technology

Industrial Maintenance/Mechatronics

Machine Tool Technology

Practical Nursing

Welding Technology

Lebanon Campus

Advanced Manufacturing

Computer Information Technology

Machine Tool Technology

Patient Care Technician

Practical Nursing

Welding

TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
HARTSVILLE

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

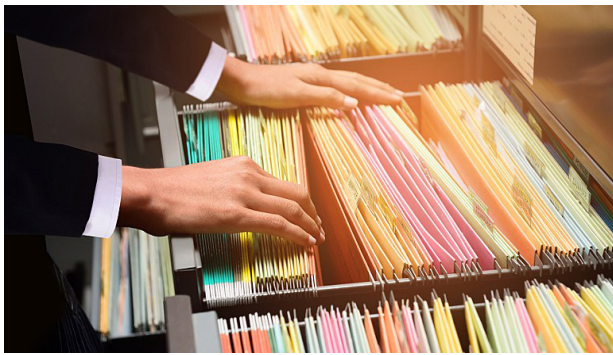## ADMINISTRATIVE OFFICE TECHNOLOGY

REAL SKILLS.

REAL JOBS.

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

TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
HARTSVILLE

www.tcathartsville.edu

PROGRAM INSIGHTS

The Administrative Office Technology (formerly Business Systems Technology) program is designed to develop the skills and knowledge necessary for success in today's computerized office.

Students are offered an opportunity to experience extensive hands-on training with up-to-date 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 had prior office training or experience.

Upon enrollment, students select an area of concentration from the following areas: Accounting, Administrative Assistant or Medical Administrative Assistant. Within each major area, students also have the opportunity to develop skills needed for several different certificate level of training.

Students also receive course work in math, English, filing, office procedures, and work simulations. The program also 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
Office Software Specialist	864 hrs.
General Office Assistant	432 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 if 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

Approximately $12—$15/hour

GAINFUL EMPLOYMENT

Go to: tcathartsville.edu/future-students/gainful-employment-disclosures

COST OF TRAINING

Tuition and fees approximately	**$3,936**
Books and supplies approximately	**$956**

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 vacany occurs.

TRAINING SCHEDULE
8:00 a.m. to 2:30 p.m.
Monday through Friday
Part-time day schedules are available on on as needed basis.

For More Information Contact:
Student Services at (615) 374-2147

2018-2019 COE Annual Report

Completion Rate	77%
Placement Rate	89%
Licensure Rate	96%