



**TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY**
—SHELBYVILLE—

**Administrative Office Technology
Dual Credit Agreement**

Program Description: Along with the development of clerical skills on a variety of office machines including computers, the student develops judgment, attitude, dependability, cooperation initiative, and other personal qualities that are considered essential for success. Since most office related jobs require working well with others, a considerable amount of emphasis is also placed on the need for poise, good grooming and the ability to get along with other members of the office team. For more information, visit <https://tcatshelbyville.edu/programs/administrative-office-technology>.

Instructor(s): Dr. Gwen Bean - gwen.bean@tcatshelbyville.edu;

Total Time Commitment of Program: 1296 clock hours

Aligned Secondary Program of Study: Office Management

Postsecondary Course(s) for which Dual Credit will be Awarded: Word Processing Applications, Spreadsheet Applications, Employability Skills, Computer Essentials

Assessment Range and Hours Awarded:

0-79 = 0 clock hours

80-100 = 120 clock hours

Skill Assessment:

Assessment will include both hands-on and written evaluations.

Students must be able to demonstrate the following skillsets:

- Demonstrate knowledge in creating a properly formatting various business documents.
- Demonstrate knowledge in crafting Excel spreadsheets by using formulas and various Excel features.
- Demonstrate presentation skills by preparing a PowerPoint presentation with various transitions, animations, etc.
- Research, summarize, and deliver presentation on a work related topic or current workforce trend acknowledging acceptable workplace characteristics.
- Demonstrate knowledge of desktop publishing software by creating a professional handout for the PowerPoint presentation.

Aligned Industry Certifications and Clock Hours Awarded:

- Microsoft Office Specialist: Word = 120 clock hours
- Microsoft Office Specialist: Excel = 120 clock hours

- Microsoft Office Specialist: PowerPoint = 66 clock hours

Total Possible Dual Credit Hours Awarded from TCAT Shelbyville Assessment: 120 clock hours

Total Possible Dual Credit Hours Awarded from Industry Certifications: 306 clock hours

Disclaimer: The maximum possible award that a student can earn is 432 clock hours.