

## **OUR MISSION**

The mission of the Tennessee Technology Center at Elizabethton is to be the premier provider of Workforce Development in Carter, Johnson, Sullivan, Unicoi and Washington counties. The mission is carried out by:

- Providing competency-based training of the highest quality that will qualify students for employment and/or advancement in jobs.
- Providing high quality training and retraining of employed workers.
- Providing high quality training that is economic and accessible to all residents of Tennessee, thereby contributing to economic and community development of the communities we serve.

### **The Tennessee Technology Center at Elizabethton:**

--Accredited by the Accrediting Commission of the Council on Occupational Education, 41 Perimeter Center East, Northeast, Suite 40, Atlanta, GA 30346.

--Approved for the training of veterans by the State Office for Veterans' Education and the Tennessee Higher Education Commission.

--Governed by the Tennessee Board of Regents, 1415 Murfreesboro Road, Suite 350, Nashville, TN 37217-2833.

### **Tennessee Technology Center at Elizabethton**

[www.ttelizabethton.edu](http://www.ttelizabethton.edu)

Main Campus, 426 Highway 91  
Elizabethton, TN 37643

Telephone 423-543-0070, Fax 423-547-2587  
Herman Robinson Campus, 1500 Arney Street  
Elizabethton, TN 37643

Office Hours: Monday-Friday  
7:30 a.m. – 4:30 p.m. Eastern Time

***"Workforce development. It's what we do."***™

8/07

*Equal opportunity employer/program. Auxiliary aids and services for individuals with disabilities and/or limited English proficiency are available upon request to the Student Services Coordinator.  
TDD: 423-547-7511 or 423-610-0134.*

Tennessee Technology Center at Elizabethton  
P.O. Box 789  
Elizabethton, TN 37644



**BUSINESS SYSTEMS  
TECHNOLOGY**

***work* **FORCE**  
*development***™

***"It's what we do!"***™

**TENNESSEE  
TECHNOLOGY  
CENTER**  
*at Elizabethton*

[www.ttelizabethton.edu](http://www.ttelizabethton.edu)

**Serving the Northeast Tennessee region**

*P.O. Box 789  
Elizabethton, TN 37644*

***(423) 543-0070  
Toll Free 1-888-986-2368***

*Governed by the Tennessee Board of Regents*

# BUSINESS SYSTEMS TECHNOLOGY

The Professional Secretaries Institute model curriculum provides the framework for this 12-month program, designed to meet the constant demand for administrative assistants in the general office, accounting support, medical office, medical coding and legal environments. Students receive up-to-date instruction, realistic internship and experience on the most widely-used equipment and software.

The mission of the program is to provide technical instruction and professional development to enable students to obtain entry-level positions in an office-related field.

## **UNITS OF STUDY**

- Orientation
- College Keyboarding and Document Processing
- Procedures and Theory for Administrative Professionals
- Machine Transcription: Legal and Medical
- Business Communications at Work
- Electronic Calculator
- Medical Clerical Worker (simulation)
- Computer Essential Concepts
- Microsoft Office Professional (Word, Excel, Access, Power Point, Outlook)
- College Accounting
- Quick Books Professional
- Handbook for Office Workers

## **LENGTH OF PROGRAM**

The average length of the competency-based program is 1296 hours (12 months) for full-time students. Actual time is dependent upon enrollment and the length of time it takes to achieve each competency. The individualized concept used in most training programs allows students to progress at their learning

rate. This program contains several completion points designed to prepare students for various entry-level jobs within the Office Technology field.

## **ADMISSION REQUIREMENTS**

This program operates on an open-entry, open-exit basis. Students may enter the program anytime during the school year, subject to space availability. Students must be at least 18 years old and have a High School Diploma or G.E.D.

## **APPLICATION PROCEDURES**

Complete an application for admission. The application may be obtained at the main campus, 426 Highway 91, Elizabethton, between 7:30 a.m. and 4:30 p.m. Monday-Friday, Eastern Time, or online at [www.ttselizabethton.edu](http://www.ttselizabethton.edu). You must also provide a copy of your High School Diploma or G.E.D.

## **TUITION AND FEES**

The current fee schedule is found in the school catalog and on the school Web site, [www.ttselizabethton.edu](http://www.ttselizabethton.edu).

## **FINANCIAL AID**

You may qualify for financial assistance. Contact the Financial Aid Office for additional information.

## **CERTIFICATE AWARDS**

- General Office Assistant (Four months to complete)
- Information Processing Support (Eight months to complete)

## **DIPLOMA AWARDS** (12 months to complete)

- Accounting Assistant
- Administrative Assistance
- Legal Administrative Assistant
- Medical Administrative Assistant
- Medical Coding and Health Information Technician

## **CLASS HOURS**

Classes meet from 8 a.m. to 3 p.m. Monday-Friday at the Main Campus and Mountain City Instructional Center.

Part-time classes are available and meet from 3 p.m. to 7:30 p.m., Monday-Friday, at the Main Campus only.

## **STUDENT SERVICES**

The Student Services Office provides counseling to all students and potential students. Call 423-543-0070 to speak with a counselor.

## **TRANSFER CREDITS**

Credit for high school training is considered by the Tennessee Technology Center at Elizabethton on an individual case basis. Graduates of the Tennessee Technology Center at Elizabethton may also receive college credit in some two and four-year degree programs.

## **WEB SITE**

[www.ttselizabethton.edu](http://www.ttselizabethton.edu)