THE ACCELERATION LEARNING CENTER FOR OFFICE PROFESSIONALS

Office Productivity
Bookkeeping
Payroll
Customer Service
Medical Office
Computer Skills
Certifications
The Acceleration Learning Center for Office Professionals, located at the Pendleton Campus, is a unique learning experience. Instead of taking your classes in a traditional classroom setting with one instructor teaching one course at a time, you will take your classes in a lab setting where you will work on one course at a time independently with other students. You will schedule your lab work to complete your course.

An instructor-mentor is assigned to each lab and is available to assist you, as needed. In addition, online access allows you to also work from home or work, accelerating the pace of your course/program. You may take individual courses (provided the prerequisite requirements are met) or you may take a series of specific courses to complete a number of various certificate programs. In addition, national certification opportunities are available. Below are the many options we have available:

Choose a Certificate option below:
- Bookkeeping and Payroll Specialist Certificate
- Computer Concepts Certificate
- General Office Certificate
- Administrative Office Specialist Certificate
- Customer Service Certificate
- Medical Office Billing & Electronic Health Records Specialist Certificate
- Medical Office/Patient Access Specialist Certificate
- Medical Documentation Specialist Certificate (formerly Medical Transcription)
- Medical Scribe Specialist Certificate

Or Enroll in individual classes:
- Accounting Basics
- Building a Foundation with Microsoft Office
- Computer Applications
- Computer Concepts
- Computers in the Medical Office
- Customer Service
- Electronic Health Records
- Finance & Accounting for Non-Financial Managers
- HIPAA for Medical Office Personnel
- Integrating Microsoft Office
- Keyboarding
- Medical Keyboarding
- Medical Office Procedures
- Medical Terminology
- Medical Transcription
- Microsoft Access
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Windows
- Microsoft Word
- Patient Access Specialist
- Patient Billing
- Payroll Accounting
- QuickBooks
- and more!

For more information, call Alicia Brown at (864) 646-1733 or visit www.tctc.edu/Learn.

STACKABLE CREDENTIALS
Ask Us About Becoming Nationally Certified.
- MOS – Microsoft Office Specialist Certification
- ICSA – International Customer Service Association Certification
- NAHAM – National Association of Healthcare Access Management Certification
- CHDS – Certified Healthcare Documentation Specialist
- CMSA – American College of Medical Scribe Specialists - Certified Medical Scribe Apprentice
Here’s what our students are saying about the Acceleration Learning Center for Office Professionals

“I took Medical Transcription and Patient Billing & Electronic Health Records courses. Taking these courses related to the medical field prepared me for a job in healthcare. If it wasn’t for the program, I would not have had as many job opportunities. The instructor was very encouraging. I thoroughly enjoyed going to class each day. My instructor maintained a positive classroom atmosphere, and I always looked forward to learning. I would highly recommend any of these courses to anyone who wants to improve their chances of gaining employment or job advancement.”

~Hailey Olson

“I really enjoyed being able to take Health Insurance I & II and Patient Access Specialist online. With my busy work and home schedule, it was more convenient. I always knew that the instructors were available if I had questions.”

~Michelle Galloway

“The Microsoft Office course I took was very flexible, allowing me to complete my assignments from home. My course included a textbook and an interactive e-book with access to video tutorials. The videos and interactive assignments made learning easy. The video tutorials showed me exactly what to do for every topic. The assignments were structured and easy to navigate and were relevant to today’s workplace. Upon completing this course, I can now definitely apply what I learned at work. I highly recommend these classes to anyone who wants to advance their skills.”

~Michael Garner

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