



Administrative Office Technology

Current technology is often outdated quickly; therefore, administrative professionals must have a versatile skill set. As you navigate the Administrative Office Technology Program, you will develop traits such as critical thinking, office systems and software, interpersonal relations, among others that will make you a valuable candidate after graduation.

Studying beginner to advanced courses in Microsoft Office applications-Word, Excel, Access, PowerPoint, and Outlook provides in depth knowledge of these programs that are vital to so many industries, including schools, colleges, medical

offices, and businesses. You will develop skills in accounting and website design, keeping on the cutting edge of desired skill sets meeting today's workforce needs.

Our diploma and certificate programs build on one another offering a pathway to your degree. You may also specialize with an associate's degree that places an emphasis on the medical office setting.

Learn more about program requirements and related certificates. Scroll to the degree program and select "display programs."

PLUS



The certificate and diploma options are "stackable" credentials allowing credits for courses in the certificate to apply toward the diploma and/or associate degree; and credits for courses in the diploma to apply toward the associate degree.



We use software based on EPIC in our medical emphasis program, which is the same software used by local medical facilities like AnMed and Prisma, and we offer up-to-date software training with Microsoft Office 2019.



Students are exposed to medical transcription training for increased marketability, as there is a need for scribes in the medical field.



Additional certifications, such as Microsoft Office Specialist (MOS) and Customer Service Certification may be achieved while earning your degree.

Career Outlooks and Average Salaries

Job Title	What You Do	Salary			# Job Openings
		Entry	Median	Skilled	
Office Clerks, General	Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring knowledge of office systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.	\$18,248	\$28,284	\$42,522	1,886
Word Processors and Typists	Use word processor, computer or typewriter to type letters, reports, forms, or other material from rough draft, corrected copy, or voice recording. May perform other clerical duties as assigned.	\$19,179	\$29,097	\$50,128	21
Receptionist and Information Clerks	Answer inquiries and provide information to the general public, customers, visitors, and other interested parties regarding activities conducted at establishment and location of departments, offices, and employees within the organization.	\$19,751	\$27,750	\$38,049	734
Secretaries and Administrative Assistants	Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.	\$20,872	\$33,641	\$49,291	1,523
File Clerk	File correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used. Locate and remove material from file when requested.	\$21,144	\$30,417	\$43,742	32



CONNECT WITH US

Program Director
DeLisa Dawkins
864-646-1611
dsimonda@tctc.edu

Division Office
(864) 646-1420
bps@tctc.edu

[TCTC.edu/APPLY](https://www.tctc.edu/APPLY)

SC WINS Eligible



TCTC
Tri-County Technical College

EOE/AA

Career Outlooks and Average Salaries

Job Title	What You Do	Salary			# Job Openings
		Entry	Median	Skilled	
Data Entry Keyers	Operate data entry device, such as keyboard or photo composing perforator. Duties may include verifying data and preparing materials for printing.	\$21,346	\$30,946	\$47,488	53
Medical Transcriptionists	Transcribe medical reports recorded by physicians and other healthcare practitioners using various electronic devices, covering office visits, emergency room visits, diagnostic imaging studies, operations, chart reviews, and final summaries. Transcribe dictated reports and translate abbreviations into fully understandable form. Edit as necessary and return reports in either printed or electronic form for review and signature, or correction.	\$23,955	\$34,440	\$49,567	38
Medical Secretaries	Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.	\$23,991	\$32,019	\$46,305	359
Medical Records and Health Information Technicians	Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards in a manner consistent with the healthcare industry's numerical coding system.	\$24,077	\$35,603	\$56,815	64



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