

Administrative Office Technology



What's new in today's technology is often outdated just months later, so an administrative professional must have a versatile skill set. As you navigate Tri-County's Administrative Office Technology program, you'll develop traits like critical thinking, office systems and software, interpersonal relations, among others that will make you a valuable candidate after graduation.

Having a full semester in each of the Microsoft Office applications—Word, Excel and Access—means you'll have in-depth knowledge of these programs that are vital to so many industries, including schools, colleges, medical offices and businesses of all sizes. You'll also have a grasp of accounting, office management and desktop publishing, and you may be able to use the knowledge you've learned in an internship with one of our local partners.

Our diploma and certificate programs build on one another, offering a step-by-step pathway to your degree. You can also specialize with an associate degree that places 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.

NOTE: SC WINS eligible

CONNECT WITH US

Program Director

Dr. Carolyn Walker
Telephone: (864) 646-1311
Email: cwalker@tctc.edu

Academic Resource Specialist

Katee Fletcher
Telephone: (864) 646-1508
Email: kfletch1@tctc.edu

Division Office

(864) 646-1420
bps@tctc.edu

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

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
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