



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

www.tcl.edu • 800.768.8252

# ADMINISTRATIVE OFFICE TECHNOLOGY

## THE CAREER

Individuals who pursue a career in Administrative Office Technology work as administrative assistants in a variety of professional settings including medical offices, accounting firms, and other businesses.

## CAREER OPTIONS

TCL offers an Associate Degree in Business, an Administrative Support Diploma, and Administrative Office Technology Certificates including Medical Office Assistant and Word Processing. Students who pursue this program can expect to earn \$21,604 to \$31,692 annually in the Beaufort area.

The Associate Degree in Business provides training in keyboarding, word processing, accounting, office procedures, business communication, presentation graphics, and desktop publishing.

The Administrative Support Diploma is a one-year program that includes training in keyboarding, bookkeeping, and word processing. This diploma program prepares the student to assist in performing clerical duties.

The Administrative Office Technology Certificates: Healthcare Case Management, Medical Office Assistant, Word Processing, and Application for Business and Industry prepare the student for employment using specific skills in an office. Training in keyboarding, communication, basic bookkeeping and word processing is provided. The medical office assistant certificate provides training specific to the medical office such as medical terminology, medical transcription, medical office procedure, billing, and law and ethics in addition to the general skills.

## PROGRAM DESCRIPTION

The Administrative Office Technology program prepares graduates to be administrative assistants in today's modern offices. Students gain proficiency in keyboarding, word processing, machine transcription, accounting, office procedures, and business communications to include presentation graphics, desktop publishing and spreadsheets. Students master office skills required by business, industry and the medical profession. Practical applications serve to broaden career options and advancement opportunities.

## ADMISSIONS

Students applying to the Administrative Office Technology program should first complete the college application process. For more information regarding TCL's Administrative Office Technology Program contact Cora Newcomb, 843.525.8295 or [cnewcomb@tcl.edu](mailto:cnewcomb@tcl.edu).

## ENROLL • REGISTER • ATTEND

1. Apply to the College and for Financial Aid.
2. Complete the COMPASS or ASSET placement assessment.
3. Call your academic advisor to make an appointment for advisement and to register.
4. Pay your tuition and fees. (*Verify financial aid.*)
5. Obtain all needed College IDs: Student ID, Vehicle Registration, and Blackboard ID. (*Get your books and course supplies.*)
6. Mark your calendar for the first day of class and plan to be there!

**NOTE: SEE REQUIRED COURSES IN CATALOG.**

> The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admissions or employment without regard to race, gender, national origin, age, religion, marital status, veteran status, disability, or political affiliation or belief.

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Hampton Campus • H. Mungin Center • 54 Tech Circle • Varnville, SC 29944 • 803.943.4262

New River Campus • 100 Community College Dr. • Bluffton, SC 29909 • 843.470.6000

MCAS Beaufort Merritt Field • Education Office • 843.228.7494 | MCRD Parris Island • Education Office • 843.228.2659