Administrative Office Technology

Answer the call.

Administrative assistants manage, organize and communicate to help businesses run more smoothly and efficiently.



TCL works diligently with students to achieve their educational and career goals. This program provided me a career path I never thought was possible and continues to open doors for me. ⁹⁹

ALYSHA KROMM Graduate

FULLY ONLINE | FULL TIME OR PART TIME OPTIONS

PATHWAYS AOT - MEDICAL OFFICE ASSISTANT ASSOCIATE DEGREE

62 CREDIT HOURS | 21 COURSES

Learn word processing, accounting, office procedures and communications. Additional classes focus on medical office skills such as billing, office automation, law and ethics and medical terminology.

AOT - OFFICE APPLICATIONS ASSOCIATE DEGREE

61 CREDIT HOURS | 21 COURSES

Master office and management skills such as word processing, accounting, office procedures, communications and more to be successful in today's modern offices.

AOT - MEDICAL OFFICE ASSISTANT CERTIFICATE

25 CREDIT HOURS | 8 COURSES

Prepare for new technology from keyboarding to billing and more. Classes also cover medical terminology and medical transcription.

AOT - OFFICE APPLICATIONS CERTIFICATE

21 CREDIT HOURS | 7 COURSES

Get hands-on training to develop skills and expertise in office applications and other creative applications.

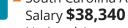
FAST FACTS GO YOUR OWN SPEED

Go full time and finish in as little as a year or two, or take one class at a time as your schedule permits.

ONLINE OPTIONS

Online classes allow you to go to class when you want.

CAREER OUTLOOK South Carolina Average



- National Average Salary
 \$39,680 per year
- 324,000+ annual U.S. job openings



CAREER OPTIONS

- Administrative Assistant for a Business or Medical Office
- Bookkeeping or Billing ClerkFile Clerk
- Human Resources Assistant
- Receptionist
- Switchboard Operator



TECHNICAL COLLEGE OF THE LOWCOUNTRY

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LEARN MORE | APPLY NOW: tcl.edu/aot