

# 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.”*

**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.



## CAREER OUTLOOK

- South Carolina Average Salary **\$38,340**
- 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 Clerk
- File Clerk
- Human Resources Assistant
- Receptionist
- Switchboard Operator

## 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.



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

Beaufort | Bluffton | Culinary | Hampton | Online

LEARN MORE | APPLY NOW:  
[tcl.edu/aot](http://tcl.edu/aot)