

# Administrative Office Technology

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## Why Administrative Office Technology?

The role of the administrative professional has evolved a great deal over the years as the use of technology and office automation has continued to expand in offices. In spite of these changes, however, the core responsibilities for secretaries and administrative assistants have remained basically the same: Performing and coordinating an office's administrative activities

and storing, retrieving and integrating information for dissemination to staff and clients.

The Administrative Office Technology major prepares students to work in the modern office. Instruction in the software packages commonly used in office environments, telephone training, information processing, accounting and other business skills will give you the ability to work independently and take full responsibility for handling the details of office administration.

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# Administrative Office Technology

## What will I do on the job?

Administrative assistants perform a variety of administrative and clerical tasks to assist professional staff members and to maintain smooth and efficient office operation. They monitor day-to-day office operations and set up and maintain schedules. In addition, they operate a variety of office machines and equipment to process and facilitate internal and external correspondence.

Entry level positions could include: administrative assistant, legal secretary, medical secretary, bookkeeper, teller, data entry clerk, typist, librarian, office manager, accountant assistant, telemarketer, office assistant and customer service representative.

## What skills will I use on the job?

Depending on your career path, some of your responsibilities could require you to:

- Answer telephones and give information to callers, take messages or transfer calls to appropriate individuals.
- Collect and disburse funds from cash accounts, and keep records of collections and disbursements.
- Complete forms in accordance with company procedures.
- Compose, type and distribute meeting notes, routine correspondence and reports.
- Greet visitors and callers, handle their inquiries and direct them to the appropriate persons according to their needs.
- Mail newsletters, promotional material and other information.

## How much can I earn?

**S.C. Earnings Range:** \$19,400 - \$37,800 **S.C. Average:** \$27,000

\* Based on employment statistics from South Carolina Wage Information and the Bureau of Labor Statistics. Visit our Web site for more information.

## Who will hire me?

According to the U.S. Department of Labor, employment opportunities for administrative professionals are expected to be excellent—this field will continue to be among those with the largest number of new jobs. Opportunities should be best for applicants with extensive knowledge of software applications.

Some recent graduates have found work at: Advance America, Capsugel, Carolina Health Systems, Charter Communications, Check Into Cash, Community Long-Term Care, Connie Maxwell Children's Home, County Bank, Davis and Floyd, Family Dollar, First Citizens Bank, Fiserv, Fuji Photo Film, Greenville Hospital System, Greenwood Genetic, InSite Support Services, Jackson Hewitt, McCormick School District, Self Regional Healthcare, Stokes-Trainor, Sun Printing, Tinsley & Adams, Turner & Burney Law Firm, Twilley Seed Co., Velux, Whitten Center and many more.

## Associate Degrees:

- A.A.S., Major in Administrative Office Technology
- A.A.S., Major in Administrative Office Technology - Accounting Concentration
- A.A.S., Major in Administrative Office Technology - Legal Concentration
- A.A.S., Major in Administrative Office Technology - Medical Concentration
- A.A.S., Major in Administrative Office Technology - Spanish Concentration

## Certificates:

- Microcomputer Software Specialist Certificate
- Office Technician Certificate

**For more information about the Administrative Office Technology Department, including course requirements and salary ranges, visit our Web site.**

