If you like being in a fast-paced environment, working in a team setting and producing projects, then an Office Technology career may be right for you. You can work in a variety of settings, including businesses, government agencies, and health care facilities. Your knowledge of technology and communication skills will make you a valuable member of the office team.

At McLennan Community College, you can become trained in Office Technology in two ways: choose a two-year degree with in-depth study of the skills needed to play a vital role in the office, or complete a one-year certificate that allows you to quickly enter the workforce.

McLennan offers degrees and certificates in Administrative Assistant, Computer Applications, and Medical Office Assistant.

What You’ll Learn

- Essential computer skills and business communication
- Computer design software to create brochures, advertisements, and graphics
- Medical terminology, medical office software, and information processing
- Billing, insurance claims, and medical reports

What You’ll Get

- Knowledgeable professors who care about your success
- Hands-on experience with computer software used in industry
- Internships that provide real-world experience
Enjoy the challenge of diverse workplace projects while making a valuable contribution as a member of the office team.

Administrative Assistant

You'll get the skills necessary to play a vital role in the office as an administrative assistant, receptionist, customer service representative, or secretary. You'll be trained extensively in Microsoft Office software, office procedures, and management.

Medical Office Assistant

You can have a rewarding career in the health care field, thanks to the skills learned in this program including medical terminology, document processing, medical office software, business writing, billing, insurance, and Microsoft Office programs.

Financial Aid

If you are interested in applying for financial aid, please complete the FAFSA at www.fafsa.gov by June 1 for the following academic year. For more information about financial aid, go to http://www.mclennan.edu/financial-aid or call McLennan's Highlander Central at 254-299-8622.

Gainful Employment

Important information about the educational debt, earnings, and completion rates of students in this program is available at www.mclennan.edu/gainful-employment.

Learn More

To find out more about McLennan’s Office Technology degree, visit www.mclennan.edu/office.

McLennan Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Drew Canham, Vice President of Student Success, 1400 College Drive, 254-299-8645, titleix@mclennan.edu.

A lack of English language skills will not be a barrier to admission to and participation in career and technical education programs.

McLennan Community College no discrimina a ninguna persona independientemente de la raza, color, origen nacional o étnico, género, discapacidad, o edad en sus programas, actividades o empleo. Para obtener información sobre el cumplimiento de esta política de no discriminación por parte de la institución, comuníquese con el siguiente administrador: Drew Canham, vicepresidente Éxito Estudiantil, 1400 College Drive, 254-299-8645, titleix@mclennan.edu.

La falta de conocimiento del idioma inglés no será un impedimento para la admisión y participación en programas de educación técnica y profesional.

For more information, contact:

Linda Stanford
Program Director
254-299-8228
lstanford@mclennan.edu