Admission Requirements

Students are admitted to Paris Junior College by furnishing a high school transcript, GED certificate, as a transfer student from another college or upon individual approval. Financial aid is available. Local placement testing is required for all new students. Students should refer to the current semester schedule or contact the Admissions Office at 903.782.0425 or 1.800.232.5804.
Industry Overview
Various office settings and career choices are open to those with basic office computer skills such as hospitals, clinics, insurance offices, government agencies, and home-based work.

PJC’s Computer Office Technology Program
Students are trained in the areas of microcomputer software applications, medical office management and medical billing. Entry-level positions could also include unit secretary and insurance claims and adjusting.

Quality training will increase your employment opportunities and at PJC you will get more one-on-one training and individual attention.

The Medical Office Management and Billing certificate is designed to train students for entry level positions such as medical transcription and/or scribes, medical billing, office medical clerk and other office jobs in medical records related to the use of electronic health records.

PJC certificates can be transitioned to an Associate degree of Applied Science and then a bachelor of applied arts and sciences at a four-year university.

Program Options
PJC’s Office Technology Department offers an Associate of Applied Science degree in Office Information Specialist–Legal (65 credit hours) and in Office Information Specialist – Non-Legal (63 credit hours), as well as certificates in Advanced Office Applications (18 credit hours), Medical Office Management Transcription and Billing (39 credit hours), Office Accounting (42 credit hours) and Office/Computer Applications (32 credit hours).