Administrative services degree and certificates provide students with technical skills. Skills include medical terminology, medical coding, time management, human/customer relations, telephone techniques, administrative management, information management, oral and written communications, word processing, spreadsheets, database, presentation, document layout, and Internet research.

A wide variety of job opportunities are available to program graduates in many types of offices. Jobs include office assistant, receptionist, administrative assistant, medical office receptionist, medical secretary, and medical administrative assistant. After a few years in the field, graduates can become medical office managers, medical administrative assistants, billing clerks, or hospital clerks. The demand for medical employees will continue to grow as Houston has one of the largest medical communities in the world. The job market will remain strong in this area.

FOR MORE INFORMATION:
Please contact the Administrative Services Department at LoneStar.edu/Pro-Office-Technology-Dept


Lone Star College does not discriminate on the basis of race, color, gender, religion, disability, age, veteran status, sexual orientation, nationality, or ethnicity in its programs and activities. For more information, see http://LoneStar.edu/legal-notices.htm. For Occupational Licensing please review the latest information: LoneStar.edu/ConsequencesCriminalConviction.
# Administrative Services
## AAS Degree: Medical

**Complete your Administrative Services AAS - Medical in 2 Years!**

For more information on gainful employment, visit LoneStar.edu/GainfulEmployment.

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**Certificate I**
- 21 Credits

- Beginning Keyboarding
- Business English
- Business Math Using Technology
- Introduction to Computers
- Introduction to Spreadsheets
- Introduction to Word Processing
- Learning Framework: 1st Year Experience

**Certificate II**
- 46 Credits

- Medical Terminology I
- Medical Administrative Support
- Medical Insurance
- Basic Medical Coding
- Intro to Anatomy and Physiology
- Medical Software Applications
- Medical Law & Ethics
- Health Professions Production
- Intermediate Medical Coding
- Cooperative Education - Medical Administrative Assistant/Secretary OR Internship - Medical Administrative Assistant/Secretary

**AAS Degree**
- 60 Credits

- Composition & Rhetoric I
- Creative Arts/Language, Philosophy & Culture
- Life and Physical Science
- Social/Behavioral Science Elective
- Workplace Diversity

**Corporate College**

Professional development opportunities are available for additional training and licensure.

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Representative career titles and job positions for this program plan include:

- **Administrative Assistant**
- **Admissions Coordinator**
- **Medical Administrative Assistant**

1Median Wage: $31,680


*Position titles vary by employer and location.

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LoneStar.edu/Medical-Office-Administrator-AAS