If you have a desire to learn the latest business applications, enjoy leading and being a part of a successful team, and are interested in entering the business world, a degree in administrative services could be perfect for you.

Administrative Services
The Administrative Services Program is designed to prepare students for employment in a variety of positions in today’s business world. A unique combination of relevant concentrations and broad skills focus on sound business practices, core competencies, and provide a comprehensive training opportunity for students. The six concentrations are legal, medical, administrative, bookkeeping, global office, and office communications.

The program covers topics such as time management, human relations, filing procedures, inventory management, oral and written communications, basic bookkeeping skills, and the latest computer skills for word processing, spreadsheets, presentation, and databases.

Graduates are equipped to pursue a wide variety of opportunities as administrative assistants or office managers in workplaces such as: banks, schools, law offices, medical offices, advertising agencies, manufacturers, retailers, construction, oil and gas companies, government agencies, insurance companies, investment firms, and real estate companies.

For more information:
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281.312.1697

LSC-Montgomery
Carolyn.R.Poe@LoneStar.edu
936.273.7481

LSC-North Harris
Kiwana.Y.Francis@LoneStar.edu
281.765.7775

LoneStar.edu/administrative-services

Why choose Lone Star College?
• **It’s convenient.** You can take courses on campus or online. With six state-of-the-art campuses throughout the Houston region, LSC is close to home and there’s an open door near you.

• **It’s affordable.** Lone Star College tuition is much less than the cost of attending one year at a 4-year college.

• **It prepares you for a career, not just a job.** The specialized skills you’ll learn at Lone Star College can help you earn a higher salary.

• **It’s transferable.** The two-year AAS degree for Administrative Services will transfer to the University of Houston Downtown in the BAAS program. Some of the programs will also transfer to other four-year institutions in Texas.

Administrative Services At-a-Glance

**Earning Potential**
• The median salary for these types of jobs is approximately $29,400/year.

**Job Forecast**
• In the Texas Gulf Coast region, projections show that there will be a 12.1 percent increase in administrative service careers (between 2008 and 2018).
Lone Star College offers six tracks for an administrative services AAS degree: administrative, bookkeeping, legal, medical, global office support, and office communications specialist.

**Program Core Classes for all Specialties**
(Program core classes earns a Business Operations Support Certificate I.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>POFT 1329</td>
<td>Keyboarding</td>
</tr>
<tr>
<td>POFT 1301</td>
<td>Business English</td>
</tr>
<tr>
<td>POFT 1325</td>
<td>Business Math Using Technology</td>
</tr>
<tr>
<td>ITSW 1301</td>
<td>Word Processing</td>
</tr>
<tr>
<td>ITSC 1401</td>
<td>Intro to Computers</td>
</tr>
<tr>
<td>ITSW 1404</td>
<td>Intro to Spreadsheets</td>
</tr>
</tbody>
</table>

**Specialty Tracks**
(Program core classes + specialty class earns an Administrative Support Certificate II.)

### Administrative:
BMGT 1309 Information and Project Management  
ACNT 1303 Intro to Accounting I  
POFT 1309 Administrative Office Procedures I  
POFT 2331 Administrative Systems  
BMGT 1341 Business Ethics  
POFT 2312 Business Correspondence & Communications  
BUSI 1301 Business Principles  
Elective (business or computer course)  
Co-op/Internship course (POFT)

### Bookkeeping:
ACNT 1303 Intro to Accounting I  
ACNT 1311 Intro to Computerized Accounting  
ACCT 2401 Principles of Accounting I  
BUSI 1301 Business Principles  
BMGT 1341 Business Ethics  
POFT 2312 Business Correspondence & Communications  
BMGT 1309 Project Management  
Elective (business or computer course)  
Co-op course (ACNT)

### Legal:
POFL 1303 Legal Office Procedures I  
POFL 1305 Legal Terminology  
POFL 2301 Legal Document Processing  
POFL 2305 Legal Research  
POFL 1340 Legal Office Procedures II  
BUSI 2301 Business Law  
ACNT 1303 Intro to Accounting I  
Elective (business or computer course)  
Co-op course (POFL)

### Medical:
POFM 1317 Medical Admin Support  
POFM 1302 Medical Software Apps  
HIIT 1305 Medical Terminology I  
POFM 1300 Medical Coding Basics  
POFM 1327 Medical Insurance  
POFM 2310 Inter. Medical Coding  
POFM 2333 Medical Document Production  
HPRS 2321 Medical Law and Ethics for Health Professionals  
Co-op/Internship course (POFM)

### Global Office Support:
ITSW 1310 Intro to Presentation Graphics Software  
ITSW 1407 Intro to Databases  
IBUS 1305 Intro to International Business and Trade  
IBUS 2341 Intercultural Management  
POFT 2312 Business Correspondence & Communications  
Elective Foreign Language  
POFT 1309 Administrative Office Procedures I  
GEOG 1303 World Geography  
Co-op/Internship course (POFT)

### Office Communications Specialist:
ITSW 1407 Intro to Databases  
ITSC 2331 Integrated Software App. III  
POFT 2312 Business Correspondence & Communications  
ITSW 1310 Intro to Presentation Graphics Software  
POFT 2331 Administrative Systems  
ARTC 1302 Digital Imaging I  
ARTC 1313 Digital Publishing I  
Elective (business or computer course)  
Co-op/Internship course (POFT)

### General Education Classes
(Program core classes + specialty class + general education classes earns an Administrative Services AAS degree.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301</td>
<td>Composition and Rhetoric I</td>
</tr>
<tr>
<td>Humanities/Fine Arts</td>
<td></td>
</tr>
<tr>
<td>Math/Natural Science—medical specialty take BIOL 2404 Intro to Anatomy &amp; Physiology</td>
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<tr>
<td>Social/Behavioral Science</td>
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<tr>
<td>Speech</td>
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<tr>
<td>KINE Any Physical Activity Course</td>
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