Administrative support certificates and the AAS degree provide students with technical skills in just one to four semesters. Skills include 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, administrative assistant, medical office receptionist, medical secretary, and medical administrative assistant. After a few years in the field, graduates can become an executive assistant, office manager, or office coordinator. Skilled administrative professionals are expected to be in demand in several industries, including education, manufacturing, construction, financial services, employment services, health care and social assistance, local government, and energy production.

FOR MORE INFORMATION:
Please contact the administrative services department at LoneStar.edu/Pro-Office-Technology-Dept

Programs At-A-Glance

Administrative Services AAS Degree: Administrative
Available at LSC-Kingwood and LSC-North Harris
LoneStar.edu/Business-Admin-Support-AAS

Median Wage: $30,471

Administrative Support Certificate Level II: Administrative Specialty
Available at LSC-Kingwood and LSC-North Harris
LoneStar.edu/Administrative-Support-Certificate-Administrative

Business Operations Certificate Level I
Available at LSC-Kingwood, LSC-North Harris, and LSC-Tomball
LoneStar.edu/Business-Operations-Assistant-Certificate

Administrative services AAS degrees and certificates are also available in medical and office applications.

## Administrative Services
### AAS Degree: Administrative

### Certificate I
18 Credits
- Beginning Keyboarding
- Business English
- Business Math Using Technology
- Introduction to Computers
- Introduction to Spreadsheets
- Introduction to Word Processing

### Certificate II
42 Credits
- Administrative Office Procedures
- Introduction to Accounting I
- Information and Project Management
- Administrative Systems
- Business Ethics
- Business Principles
- Any 3 Credit-Hour Business or Computer Course
- Cooperative Education - Administrative Assistant / Secretarial Science General OR
- Internship - Administrative Assistant
- Workplace Diversity

### AAS Degree
60 Credits
- Composition & Rhetoric I
- Humanities/Fine Arts Elective
- Introduction to Physical Fitness
- Natural Science Elective
- Social/Behavioral Science Elective
- Speech Elective

### Corporate College
- Professional development opportunities are available for additional training and licensure.

Representative career titles and job positions for this program plan include:
- **Administrative Aide**
- **Administrative Assistant**
- **Administrative Coordinators**

1. Median Wage: $30,471


1. Position titles vary by employer and location.

**Complete your Administrative Services**
**AAS Degree: Administrative in 2 years!**

LoneStar.edu/Business-Admin-Support-AAS