Administrative services degree and certificates provide students with technical skills in just two or three semesters. 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
Administrative Services AAS Degree: Medical

Complete your Administrative Services AAS Degree: Medical in 2 Years!

Representative career titles and job positions for this program plan include:
- Administrative Assistant
- Admissions Coordinator
- Medical Administrative Assistant

Median Wage: $29,389


Position titles vary by employer and location.