Administrative support certificates and the AAS degree provide students with technical skills. 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, bilingual office receptionist, administrative assistant, medical office receptionist, medical secretary, medical administrative assistant, and legal office receptionist. 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 - Office Applications
Available at LSC-North Harris and LSC-University Park
LoneStar.edu/Admin-Services-Office-Communications-AAS

Median Wage: $31,433

Administrative Support Certificate - Office Applications
Available at LSC-North Harris and LSC-University Park
LoneStar.edu/Admin-Support-Office-Communication-Certificate

Business Operations Assistant Certificate
Available at LSC-North Harris, LSC-Tomball, and LSC-University Park
LoneStar.edu/Business-Operations-Assistant-Certificate

Administrative Services AAS degrees and certificates are also available in administration and medical specializations.

LoneStar.edu/Admin-Services-Office-Communications-AAS
Administrative Services AAS - Office Applications

### 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
- Introduction to Databases
- Integrated Software Applications III
- Introduction to Presentation Software
- Administrative Project Solutions
- Digital Imaging I
- Digital Publishing I
- 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
- Project Management Certification
- Management Certificate

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

### Median Wage: $31,433

*Position titles vary by employer and location.*

**Complete your Administrative Services AAS - Office Applications in 2 years!**

For more information on gainful employment, visit [LoneStar.edu/GainfulEmployment](https://www.LoneStar.edu/GainfulEmployment).