

ADMINISTRATIVE SERVICES AAS DEGREE : MEDICAL



A Program Overview of the Business & Professional Services Area of Study

Updated as of May 2019



Programs At-A-Glance

Administrative Services AAS - Medical

Available at LSC-Tomball

LoneStar.edu/Medical-Office-Administrator-AAS

¹ **Median Wage:** \$31,680

Administrative Support Certificate - Medical Specialty

Available at LSC-Tomball

LoneStar.edu/Medical-Administrative-Assistant-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 office specializations.

¹Texas Wages and Employment Projections is brought to you by the Labor Market & Career Information (LMCI) Department of the Texas Workforce Commission. www.TexasWages.com, 2017.

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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

LoneStar.edu/Medical-Office-Administrator-AAS

ADMINISTRATIVE SERVICES AAS DEGREE: MEDICAL



Certificate I
21 Credits

Certificate II
46 Credits

AAS Degree
60 Credits

**Corporate
College**

Beginning Keyboarding

Business English

Business Math Using
Technology

Introduction to
Computers

Introduction to
Spreadsheets

Introduction to Word
Processing

Learning Framework:
1st Year Experience

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

Composition & Rhetoric I

Creative Arts/Language,
Philosophy & Culture

Life and Physical Science

Social/Behavioral Science Elective

Workplace Diversity

Professional
development
opportunities
are available
for additional
training and
licensure.

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

- **Administrative Assistant**
- **Admissions Coordinator**
- **Medical Administrative Assistant²**

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²Position titles vary by employer and location.

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

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

LoneStar.edu/Medical-Office-Administrator-AAS

