

AAS Administrative Management Technology

The following provides information regarding courses required to complete this major at Virginia Western for planning purposes only. Please see the Academic Catalog and full disclosure statement at <http://catalog.viriniwestern.edu>.

Completed	Course	Course Title	Credit	Prerequisite	Term Offered
	SDV 100	College Success Skills	1		F, Sp, Su
	SDV 101	Orientation to Business & Professional Services	1		F, Sp
	MTE 1	Operations with Positive Fractions	**	Math Placement	F, Sp, Su
	MTE 2	Operations with Positive Decimals and Percents	**	MTE 1	F, Sp, Su
	MTE 3	Algebra Basics	**	MTE 2	F, Sp, Su
	ENG 111	College Composition I	3	English Placement	F, Sp, Su
	MTH 120	Introduction to Mathematics	3	MTE 1-3	F, Sp, Su
	AST 101	Keyboarding I	3		F, Sp, Su
	AST 107	Editing/Proofreading Skills	3		F, Sp, Su
	CST 100	Principles of Public Speaking	3		F, Sp, Su
	AST 243	Office Administration I	3	AST 101	F, Sp
	AST 141	Word Processing I (Microsoft® Word)	3	AST 101	F, Sp
	AST 102	Keyboarding II	3	AST 101	Sp
	AST 113	Keyboarding for Speed and Accuracy	1	AST 101	F, Sp
	AST 154	Voice Recognition Applications	1		F, Sp
	PSY 120	Human Relations	3		Sp
	ACC 215	Computerized Accounting	3	MTE 1-3	Sp
	AST 205	Business Communications	3	English Placement	F, Sp, Su
	AST 232	Microcomputer Office Applications	3	Pre: AST 101 Pre/Co: AST 141	Sp
	AST 238	Word Processing Advanced Operations	3	AST 141	F, Su
	BUS 241	Business Law I	3		F, Sp
	BUS 200	Principles of Management	3		F, Su
	AST 236	Specialized Software Applications	3	AST 101	Sp
	AST 244	Office Administration II	3	AST 243	Sp
	MKT 201	Introduction to Marketing	3		F, Sp, Su
	BUS 205	Human Resource Management	3		F, Sp
	PHI 220	Ethics	3	SPA 102	F, Sp, Su
	SPA 201	Intermediate Spanish I			F, Sp, Su

Total program credits: 64

**MTE classes are developmental courses. Students may place out of these classes based on various measures, including high school GPA, standardized test scores, or placement testing.