

AAS AMT: Medical Administrative Management

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.virginiawestern.edu>.

Completed	Course	Course Title	Credit	Prerequisite	Term Offered
	SDV 101	Orientation to Business and Professional Services	2		F, Sp, Su
	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 132	Business Mathematics	3	MTE 1-3	F, Sp, Su
	AST 101	Keyboarding I	3		F
	HLT 143	Medical Terminology I	3	English Placement	F, Sp, Su
	HIM 149	Introduction to Medical Practice Management	2		F
	HIM 226	Legal Aspects of Health Record Documentation	2		F, Sp
	AST 243	Office Administration I	3	AST 101	Sp
	AST 205	Business Communications	3	English Placement	F, Sp
	AST 141	Word Processing I (Microsoft® Word)	3	AST 101	Sp
	AST 113	Keyboarding for Speed and Accuracy	1	AST 101	Sp
	HIM 253	Health Records Coding	4	HLT 143	F, Sp
	HLT 144	Medical Terminology II	3	HLT 143	F, Sp, Su
	AST 107	Editing/Proofreading Skills	3		F, Sp
	AST 155	Introduction to Desktop Information Management	1		F
	ACC 215	Computerized Accounting	3	MTE 1-3	F
	AST 238	Word Processing Advanced Operations	3	AST 141 "C" or better	F, Su
	CST 100	Principles of Public Speaking	3		F, Sp, Su
	AST 232	Microcomputer Office Applications	3	AST 101	Sp
	AST 244	Office Administration II	3	AST 243	Sp
	HUM/FA	ART 101, ART 102, CST 130, MUS 121, MUS 122, PHI 101 or REL 230	3		
	SOC SCI	ECO 201, GEO 210, HIS 111, HIS 112, PLS 211, PSY 200 or SOC 200	3		F, Sp, Su

**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.

Total program credits: 60