AAS AMT: Medical Administrative Management (298-03)

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
	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	Pre: HLT 143 Pre/Co: HLT 144	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, Sp
	ACC 215	Computerized Accounting	3	MTE 1-3	F
	AST 238	Word Processing Advanced Operations	3	AST 141 "C" or better	F, Su
	MTH 132	Business Mathematics	3	MTE 1-3	F, Sp, Su
	HIM 254	Advanced Coding and Reimbursement	4	HIM 253 HLT 144	F, 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
	CST 100	Principles of Public Speaking	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: 64