AAS Administrative Management Technology (298)

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
	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
	AST 107	Editing/Proofreading Skills	3		F, Sp
	AST 136	Office Record Keeping	3		F
	AST 155	Introduction to Desktop Information Management	1		F
	AST 205	Business Communications	3	English Placement	F, Sp
	AST 243	Office Administration I	3	AST 101	Sp
	AST 141	Word Processing I (Microsoft® Word)	3	AST 101	Sp
	AST 113	Keyboarding for Speed and Accuracy	1	AST 101	Sp
	AST 232	Microcomputer Office Applications	3	AST 101	Sp
	ACC 215	Computerized Accounting	3	MTE 1-3	F
	Hum/FA	ART 101, ART 102, CST 130, HUM 201, HUM 202, MUS 121, PHI 100, PHI 101, PHI 220, REL 200, REL 230, SPA 201	3		
	AST 238	Word Processing Advanced Operations	3	AST 141 "C" or better	F, Su
	CST 100	Principles of Public Speaking	3		F, Sp, Su
	BUS 200	Principles of Management	3		F
	BUS 241	Business Law I	3		F, 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		Sp
	SOC SCI	ECO 201, GEO 210, HIS 111, HIS 112, PLS 135, PSY 200, PLS 241, SOC 200, or SOC 268	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: 61