

ASSOCIATE OF APPLIED SCIENCE (298)

Administrative Management Technology

Purpose: Graduates of our Administrative Management degree program are competitively positioned for jobs in administrative support supervision and administrative/office management. Occupations related to this field include: general office manager, hospital office manager, billing and/or credit manager, executive assistant, and account managers.

To complete a degree program in administrative management, students will enroll in courses that cover the principles of business as well as the administrative and technological functions in a corporation or office. Students learn the basic skills of office management which prepare them to carry out, organize, and direct administrative support operations in a variety of settings. Subjects studied will include accounting, business communications, management principles, microcomputer office applications, and office administration.

Students may earn an A.A.S. degree upon completion. Specializations are available in legal and medical administrative management.

Accreditation: This program is accredited by the Association of Collegiate Business Schools and Programs. Virginia Western Community College is accredited by the Southern Association of Colleges and Schools (SACS).

Occupational Objectives: Occupations related to this field include: general office manager, hospital office manager, billing and/or credit manager, executive assistant, and account managers.

Admission Requirements: Applicants must meet the general admission requirements for admission to the college.

Students who do not place into college-level English on the placement test will be required to take developmental courses (i.e., ENG 1, ENG 3, ENG 4, ENG 7).

Students who do not place above Algebra I (MTH 03) and into Algebra II (MTH 04) or higher on the placement test will be required to take developmental courses.

Program Requirements: It is strongly recommended that students take ENG 111 in the first semester of coursework.

CURRICULUM AND OTHER REQUIREMENTS

ADMINISTRATIVE MANAGEMENT SPECIALIZATION (05)

GENERAL EDUCATION CORE COURSES		CREDITS
CST 105Oral Communication	3
ECO 120 ³Survey of Economics	3
ENG 111*College Composition I	3
HLT/PED ¹Health or Physical Education	1
MTH 120*Intro. to Mathematics.....	3
PSY 120Human Relations	3
SDV 101Orientation to Administrative Management Technology	1
E ²Humanities/Fine Arts Elective	3

ADMINISTRATIVE MANAGEMENT AND RELATED COURSES

ACC 211*Principles of Accounting I	4
AST 101Keyboarding I.....	3
AST 107Editing/Proofreading Skills	3
AST 113*Keyboarding for Speed & Accuracy.....	1
AST 141*Word Processing I (Microsoft® Word)	3
AST 154Voice Recognition Applications	1
AST 205*Business Communications	3
AST 232*Microcomputer Office Applications ...	3
AST 236*Specialized Software Applications	3
AST 238*Advanced Word Processing	3
AST 243-244*Office Administration I-II	6
BUS 200Principles of Management	3
BUS 205Human Resource Management.....	3
BUS 241Business Law	3
MKT 100Principles of Marketing	3

Total Minimum Credits for Degree 65

¹ Consult approved Health courses in the Description of Courses for selection. Veterans with an honorable discharge will be awarded HLT/PED credit based on military service.

² Any three credit 100 or 200 level ART, ENG, FRE, HUM, MUS, PHI, REL or SPA elective may be used, except ENG 111, ENG 112 or ENG 210. CST 130, 131, 132 or 136 may also be used. Students intending to transfer should contact the four-year college and choose a humanities course from the "Approved List of Transfer Courses" that is recommended by their transfer institution.

³ Students considering transfer to a four-year college should take ECO 201 or ECO 202 after consulting a faculty advisor.

* This course has a prerequisite. Prerequisites for all courses are listed in the course description section at the back of the catalog.

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Administrative Management Technology cont'd

ADMINISTRATIVE MANAGEMENT SPECIALIZATION (05)

SUGGESTED SCHEDULE

FIRST YEAR

FALL

AST 101
 AST 107
 AST 154
 ENG 111
 MKT 100
 MTH 120
 SDV 101

SPRING

ACC 211
 AST 113
 AST 141
 BUS 241
 PSY 120
 Humanities/Fine Arts
 Elective

SECOND YEAR

FALL

AST 205
 AST 232
 AST 238
 AST 243
 BUS 200
 CST 105

SPRING

AST 236
 AST 244
 BUS 205
 ECO 120
 HLT/PED

CURRICULUM AND OTHER REQUIREMENTS

LEGAL ADMINISTRATIVE MANAGEMENT SPECIALIZATION (02)

GENERAL EDUCATION CORE COURSES CREDITS

CST 105Oral Communication3
ECO 120 ³Survey of Economics3
ENG 111College Composition I3
HLT/PED ¹Health or Physical Education1
MTH 120Intro to Mathematics3
PSY 120Human Relations3
SDV 101Orientation to Administrative Management Technology1
E ²Humanities/Fine Arts Elective3

LEGAL ADMINISTRATIVE MANAGEMENT & RELATED COURSES

ACC 211*Principles of Accounting 14
AST 101Keyboarding I3
AST 107Editing/Proofreading Skills3
AST 113*Keyboarding for Speed & Accuracy1
AST 141*Word Processing I (Microsoft® Word)3
AST 205*Business Communications3
AST 232*Microcomputer Office Applications	...3
AST 238*Advanced Word Processing3
AST 243-244*Office Administration I-II6
BUS 200Principles of Management3
BUS 205Human Resource Management3
BUS 241Business Law3
LGL 110Introduction to Law and the Legal Assistant3
LGL 125Legal Research3
MKT 100Principles of Marketing3
Total Minimum Credits for Degree	 67

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Administrative Management Technology cont'd

LEGAL ADMINISTRATIVE MANAGEMENT SPECIALIZATION (02)

SUGGESTED SCHEDULE

FIRST YEAR

FALL

AST 101
AST 107
ENG 111
HLT/PED
MKT 100
SDV 101

SPRING

AST 141
AST 205
CST 105
LGL 110
MTH 120
PSY 120

SECOND YEAR

FALL

ACC 211
AST 113
AST 154
AST 232
AST 238
AST 243
BUS 200

SPRING

AST 244
BUS 205
BUS 241
ECO 120
LGL 125
Humanities/Fine Arts
Elective

MEDICAL ADMINISTRATIVE MANAGEMENT SPECIALIZATION (03)

SUGGESTED SCHEDULE

FIRST YEAR

FALL

AST 101
AST 154
ENG 111
HLT 143
MKT 100
MTH 120
SDV 101

SPRING

AST 102
AST 113
AST 141
CST 105
HLT/PED
HLT 144
Humanities/Fine Arts
Elective

SECOND YEAR

FALL

ACC 211
AST 232
AST 238
AST 243
BUS 200

SPRING

AST 205
AST 244
BUS 205
BUS 241
ECO 120
PSY 120

CURRICULUM AND OTHER REQUIREMENTS

MEDICAL ADMINISTRATIVE MANAGEMENT SPECIALIZATION (03)

GENERAL EDUCATION CORE COURSES CREDITS

CST 105Oral Communication3
ECO 120 ³Survey of Economics3
ENG 111*College Composition I3
HLT/PED ¹Health or Physical Education1
MTH 120Intro to Mathematics3
PSY 120Human Relations3
SDV 101Orientation to Administrative Management Technology1
E ²Humanities/Fine Arts Elective3

MEDICAL ADMINISTRATIVE MANAGEMENT AND RELATED COURSES

ACC 211*Principles of Accounting 14
AST 101Keyboarding I3
AST 102*Keyboarding II3
AST 113*Keyboarding for Speed & Accuracy1
AST 141*Word Processing I (Microsoft® Word)3
AST 154Voice Recognition Applications1
AST 205*Business Communications3
AST 232*Microcomputer Office Applications3
AST 238*Advanced Word Processing3
AST 243-244*Office Administration I-II6
BUS 200Principles of Management3
BUS 205Human Resource Management3
BUS 241Business Law3
HLT 143-144Medical Terminology I-II6
MKT 100Principles of Marketing3

Total Minimum Credits for Degree 68

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