

Southwest Virginia Community College
Business, Engineering, Industrial Technology, and
Workforce Solutions Division



<http://www.sw.edu/beit/>

Associate of Applied Science (AAS)

2018-2019 Degree Completion Plan

Business Technology - Major: Administrative Support Technology – Electronic Medical Records

First Semester (17 Credits)		Credits	Semester	Grade
AST 101	Keyboarding I	4	_____	_____
ENG 111*	College Composition I	3	_____	_____
ITE 115	Intro to Computer Applications & Concepts	3	_____	_____
MTH 154	Quantitative Reasoning	3	_____	_____
HLT 143	Medical Terminology I	3	_____	_____
SDV 100	College Success Skills	1	_____	_____
Second Semester (15 Credits)		Credits	Semester	Grade
AST 102	Keyboarding II	4	_____	_____
AST 234	Records & Database Management	3	_____	_____
HLT 144	Medical Terminology II	3	_____	_____
PSY 120	Human Relations	3	_____	_____
HLT 100	First Aid & CPR	2	_____	_____
Third Semester (17 Credits)		Credits	Semester	Grade
ACC 211	Principles of Accounting I	4	_____	_____
AST 243	Office Administration I	3	_____	_____
BUS 236	Communications in Management		3	_____
HIM 100	Intro to Healthcare Delivery Sys.	1	_____	_____
HIM 150	Health Records Management	3	_____	_____
Elective	Approved Technical Elective***	3	_____	_____
Fourth Semester (18 Credits)		Credits	Semester	Grade
ACC 124	Payroll Accounting	3	_____	_____
AST 244	Office Administration II	3	_____	_____
AST 290	Coord. Internship in Administration Support Technology	OR		
AST 298	Project in Administrative Support Technology	3	_____	_____
Elective	Humanities/Fine Arts Elective**	3	_____	_____
HIM 233	Elect. Health Records Management	3	_____	_____
AST 107	Editing/Proofreading Skills	3	_____	_____
Total Hours		67		

Program Notes: *Students who do not wish to pursue a Baccalaureate degree in Administrative Support Technology may substitute ENG 101-102 for ENG 111-112.

Humanities/Fine Arts: Students may choose from the following courses: Philosophy, Religion, Music Appreciation, Art Appreciation, and Foreign Languages *See Advisor for course alternatives

For additional information:

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