

Administrative Support Technology - Specialization in Medical Office Specialist Associate of Applied Science

Program Coordinator:

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Program Purpose: This curriculum is designed to provide specialized administrative support technology education in the medical field. It is recommended for students interested in a professional career as a medical office assistant in a private medical practice, in a hospital setting, and in other health care organizations.

First Semester (Fall)		
ENG 111	College Composition I	3
MUS 121 or REL 230	Music Appreciation or Religions of the World ¹	3
AST 101	Keyboarding I ²	4
AST 107	Proofreading and Editing	3
HIM 113	Medical Terminology and Disease Processes I	3
SDV 101	Orientation to College Success	1
Total Credits		17
Second Semester (Spring)		
AST 102	Keyboarding II	4
AST 137	Records Management	3
AST 141	Word Processing I	3
AST 176	Medical Office/Unit Management	3
MTH 132	Business Math	3
Total Credits		16
Third Semester (Fall)		
AST 271	Medical Office Procedures I	3
AST 205	Business Communications	3
AST 238	Word Processing Advanced Operations	3
AST 232	Microcomputer Office Applications	3
AST 230	Introduction to Office Technology	3
AST 154	Voice Recognition Applications	2
Total Credits		17
Fourth Semester (Spring)		
PSY 120	Human Relations ³	3
AST 236	Specialized Software Applications	3
AST 243	Office Administration I	3
AST 206	Professional Development	3
AST 136	Office Record Keeping	3
PSY 200 or SOC 200	Principles of Psychology or Principles of Sociology ³	3
Total Credits		18

Total minimum credits for AAS Degree

68

¹ Recommended Humanities Elective

² Students who pass the Keyboarding Exemption Test will be granted credit for this course. Testing date is published in the class schedule.

³ Recommended Social Science Elective



Students who complete AST 238 are eligible to test for Microsoft Office Specialist (MOS) Word 2016 Certification.