

## CSC Computer Office Support Specialist

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.viriniawestern.edu>.

Completed	Course	Course Title	Credit	Prerequisite	Term Offered
	AST 101	Keyboarding I	3		F, Sp, Su
	AST 107	Editing/Proofreading Skills	3		F, Sp, Su
	AST 136	Office Record Keeping	3		F, Sp
	AST 155	Introduction to Desktop Information Management	1		F, Sp
	AST 205	Business Communications	3	English Placement	F, Sp, Su
	AST 102	Keyboarding II	3	AST 101	Sp
	AST 141	Word Processing I (Microsoft® Word)	3	AST 101	F, Sp
	AST 232	Microcomputer Office Applications	3	AST 101	Sp
	AST 236	Specialized Software Applications	3	AST 101	Sp
	AST 238	Word Processing Advanced Operations	3	AST 141 with "C" or better	F, Su

**Total program credits: 28**