

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
	MTE 1	Operations with Positive Fractions	**	Math Placement	F, Sp, Su
	MTE 2	Operations with Positive Decimals and Percents	**	MTE 1	F, Sp, Su
	MTE 3	Algebra Basics	**	MTE 2	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 141	Word Processing I (Microsoft® Word)	3	AST 101	Sp
	AST 232	Microcomputer Office Applications	3	AST 101	Sp
	AST 243	Office Administration I	3	AST 101	Sp
	ACC 215	Computerized Accounting	3	MTE 1-3	F
	AST 238	Word Processing Advanced Operations	3	AST 141 "C" or better	F, 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: 28