

CSC Computer Office Support Specialist (221-298-02)

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.virginiawestern.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