

Vance-Granville Community College Career & College Promise

Office Administrative Assistant Certificate (C25370C) Checklist

COURSE	TITLE	CREDIT HRS.	PREREQUISITES
<input type="checkbox"/> CIS 110	Intro. to Computers	(3 SHC)	
<input type="checkbox"/> MKT 223	Customer Experience	(3 SHC)	
<input type="checkbox"/> OST 136	Word Processing	(3 SHC)	
<input type="checkbox"/> OST 164	Office Editing	(3 SHC)	
<input type="checkbox"/> OST 171	Intro to Virtual Office	(3 SHC)	
<input type="checkbox"/> WBL 110	World of Work	(1 SHC)	
6 Total Courses		16 SHC	

