

Business and Information Technology
Administrative Assistant Technology

Executive Office Skill Set

<u>Certificate Requirements:</u>		<u>Credit Hours</u>
AAT 265	Administrative Office Procedures (EDGE)	3
ENL 231	Technical Report Writing	3
MG 101	Introduction to Business (EDGE)	3
MG 202	Business Organization & Management	<u>3</u>
TOTAL HOURS REQUIRED		<u>12</u>

The Executive Office Skill Set is of value to office workers who need executive office skills for cross-training and/or to increase employment opportunities.

Earn a Degree, Graduate Early (EDGE)

This skill set provides MCTC students the opportunity to receive credit for their high school EDGE courses as indicated (EDGE).

Upon completion of the courses, students should notify Billie Brooks, Associate Dean of Student Services, 304-696-3004. Individuals who complete the Skill Set courses will receive a Certificate of Successful Completion.

For more information contact:

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