



Business and Information Technology Administrative Assistant Technology

Microsoft Office Suite Skill Set

<u>Certificate Requirements:</u>		<u>Credit Hours</u>
AAT 104	Records Management (Access)*	3
AAT 136	Comprehensive Word Processing (Word) (EDGE)	3
AAT 160	Introduction to Presentation Graphics (PowerPoint) (EDGE)	3
IT 150	Applications to Spreadsheets (Excel) (EDGE)	3
AAT 261	Integrated Document Formatting (Integration of all applications)	<u>3</u>
TOTAL HOURS REQUIRED		<u>15</u>

***Participants may substitute AAT 105, Computerized Database Management, for the AAT 104 requirement.**

This Microsoft Office Suite Skill Set Certificate is of value for individuals in the workplace who need to upgrade their computer skills.

Earn a Degree, Graduate Early (EDGE)

This skill set provides students the opportunity to receive credit for their high school EDGE courses. The EDGE courses for this skill set are indicated on this page.

Individuals who complete the above required courses will receive a Certificate of Successful Completion.

Contact Information:

Wylma Skean

Corbly Hall, Room 323

Phone: 304-696-3060 or 1-866-N-ROLLED (1-866-676-5533)

E-mail: skean@marshall.edu