



Business and Information Technology Administrative Assistant Technology

Office Assistant Skill Set

| <u>Certificate Requirements:</u> | | <u>Credit Hours</u> |
|---|---|----------------------------|
| AAT 136 | Comprehensive Word Processing (EDGE) | 3 |
| AAT 160 | Introduction to Presentation Graphics (EDGE) | 3 |
| AAT 265 | Administrative Office Procedures (EDGE) | 3 |
| IT 150 | Applications to Spreadsheets (EDGE) | 3 |
| MG 101 | Introduction to Business (EDGE) | 3 |
| TOTAL HOURS REQUIRED | | <u>15</u> |

The Office Assistant Skill Set offers students participating in the EDGE initiative the opportunity to complete a skill set that provides entry-level job skills.

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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