

Business and Information Technology
Administrative Assistant Technology

Records Clerk Skill Set

<u>Certificate Requirements:</u>		<u>Credit Hours</u>
AAT 104	Records Management	3
AC 108	Accounting for Business	3
IT 150	Applications to Spreadsheets (EDGE)	3
MAT 115	Business Mathematics	3
TOTAL HOURS REQUIRED		<u>12</u>

The Records Clerk Skill Set is of value to office workers who need record keeping 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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