

Microsoft Excel Application Professional Certificate Program ME51

Updated: 5/06/2015
Effective Term: 201516

Curriculum

Program-Specific Core – Total of 10 Hours

COMP 1000 *Introduction to Computers* (3)
BUSN 1410 *Spreadsheet Concepts & Apps* (4)

MATH 1011 *Business Math (3) - OR -*
MATH 1012 *Foundations of Mathematics* (3)

Specific Occupational-Related Elective – Choose 3 Hours

Occupational-Related Electives

BUSN 1420 *Database Applications* (4)
BUSN 1430 *Desktop Publishing/Presentation Apps* (4)
BUSN 1440 *Document Production* (4)

Total: 13 Hours

Program Description

This certificate of credit prepares students to be end users of Microsoft Excel. The program emphasizes Microsoft Excel operations necessary for successful employment. It provides short-term training for students desiring to progress in their occupation.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

2 Semesters

Campus Availability: Oakwood, Forsyth, Barrow, Online

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
(*Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.*)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

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<http://www.laniertech.edu/GE.aspx>