

# 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.

[Click here to jump back to Curriculum](#)

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website:  
<http://www.laniertech.edu/GE.aspx>