

BAT - ME5 I: Microsoft Excel Application Professional TCC (replaces 5BB I: Microsoft Excel Application User in the Quarter System)

The Microsoft Excel Application Professional certificate program 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.

Career Opportunities

Graduate may find employment as administrative support assistants or in a related field.

Credit Required for Completion: Minimum of 13 credit hours

Curriculum

	Program Course	Credits
	<i>Occupational Courses</i>	
_____	BUSN 1410 Spreadsheet Concepts and Applications	4
_____	COMP 1000 Introduction to Computers	3
_____	MATH 1011 Business Math	3
	-or-	
_____	MATH 1012 Foundations of Mathematics	(3)
	<i>Occupational Electives (3 credits from the list below)</i>	
_____	BUSN 1100 Introduction to Keyboarding	3
_____	BUSN 1300 Introduction to Business	3
_____	BUSN 1420 Database Applications	4