

Scholarship Enrollment Guide

Microsoft Excel Certification

Program Description: This course will help you prepare for the Microsoft Excel Certification Exam. Topics include creating and editing worksheets, using formulas, using functions, and producing graphs. Participants will gain experiences in solving real-world problems they are likely to encounter in today's business environments.

Total course hours: 36

Program Delivery: The majority of this program will be delivered in-person. Some components of the training will be delivered via Zoom. Students will be required to complete all training components to successfully complete the program. Participants will need a computer or laptop with reliable internet. Speak with the program manager to confirm your computer has the appropriate system requirements to complete the coursework. This course cannot be completed using a phone or tablet. Access to CCTC computer labs can be made available to students, if needed.

Step 1: Basic requirements

- At least 18 years old
- Complete a Workforce Development registration form (see below)

***Fees associated with meeting the basic requirements for a scholarship are the responsibility of the student and will not be reimbursed. Meeting basic requirements does not guarantee a scholarship.**

Step 2: Registration

- Schedule an application appointment with Marcus Johnston (803-778-7893) or johnstonma@cctech.edu
- Complete a registration form and bring to your application appointment

Step 3: Scholarship decision

- Scholarships are awarded on a first come, first served basis for students who meet all the scholarship requirements

Step 5: Materials and fees

- Scholarship covers: tuition and books
- Students are responsible for any Microsoft examination fees

Step 6: Participation

- Students must successfully complete the class work to be awarded a CCTC Certificate of Completion

Central Carolina Technical College

Workforce Development Division

Advanced Manufacturing Technology Training Center

853 Broad St., Sumter, SC 29150

803-778-6656, <http://www.cctech.edu/training-continuing-ed>

Tentative Course Dates:

Course dates are to be determined and may be adjusted depending on student availability & class enrollment.

Course Location: CCTC Computer Lab; 506 N. Guignard Dr. Sumter, S.C. 29150

Workforce Development Registration Form: Visit <http://www.cctech.edu/training-continuing-ed/registration/> or stop by CCTC's AMTTC at 853 Broad St., Sumter (Monday-Friday: 8:00 a.m. – 4:30 p.m.)