



## Certificate in Advanced Business Information Systems

**Overview:** Within our Advanced Information Systems program, students will focus on advanced topics using the Microsoft Office suite and other technical program. Many of the students that elect to obtain these advanced skills will be focusing on the automation process of managing work responsibilities to increase efficiency and develop quality controls. The program includes specific instruction for each application including theory and a hands-on project, followed by lessons that teach how to integrate applications

**Certificate Duration:** 12 hours

**Program Tuition:** \$540.00

**Books:** \$60.00

**Prerequisites:** None (Recommended Level 1 Knowledge)

**Certificate Core Courses:** Choose any (1) courses from the list below. This selection signifies the core course of study for this certificate program. 1004-2 MS Outlook (Level 2)

1005-2 MS (Level 2)

1006-2 MS Excel (Level 2)

1007-2 MS PowerPoint (Level 2)

1008-2 MS Access Level (Level 2)

1009-2 MS SharePoint Designer (Level 2)

1010-2 MS Project (Level 2)

**Certificate Electives:** Choose any (2) courses from the categories listed below. See the website or catalog for full list.  
[MS Office Applications Training](#)

### **1004-2 MS Outlook (Level 2)**

*Course highlights include an introduction to features available when using Microsoft Exchange Server with Outlook, complete coverage of text messaging in Outlook, an introduction to Quick Steps, and a discussion on RSS feeds.*

**Prerequisites:** This class has no formal prerequisites. The student should have the knowledge of earlier levels before attending this class.

### **1005-2 MS Word (Level 2)**

*Highlights of the course include working with templates, headers, and footers; using the new Navigation Pane; and using the Mail Merge Wizard. By the end of this manual, users should be comfortable with making more complex documents.*

**Prerequisites:** This class has no formal prerequisites. The student should have the knowledge of earlier levels before attending this class.

### **1006-2 MS Excel (Level 2)**

*Intermediate level is intended to help everyday users of Excel become more proficient by expanding their knowledge of functions, formulas, and new Excel features. Participants will learn how to properly reference cells, use mathematical operators, and how to check their formulas for errors. This class also covers how to browse, insert, and use functions to perform complex mathematical operations. Students will learn how to use the IF function, use nested functions to perform multiple operations, and define and use range names. Finally, array formulas will be discussed.*

**Prerequisites:** This class has no formal prerequisites. The student should have the knowledge of earlier levels before attending this class.



### **1007-2 MS PowerPoint (Level 2)**

*Upon successful completion of this course, students will be able to: - customize the PowerPoint environment. - customize a design template. - add diagrams to your presentation. - add special effects to a PowerPoint presentation. - use the various options to customize slide shows. - use PowerPoint to publish slides to a slide library and secure your presentations. - finalize a presentation.*

**Prerequisites:** *This class has no formal prerequisites. The student should have the knowledge of earlier levels before attending this class.*

### **1008-2 MS Access (Level 2)**

*Students will learn about advanced file tasks: using computer within access, database management, saving files, exporting files, and linking files. Working with tables: customizing tables, formatting tables, controlling table data entry, and managing table data entry. Working with forms: basic form controls, advanced form controls, formatting your form, formatting controls, and formatting records. Working with reports: organizing report data, formatting reports, and common report tasks. Working with queries: basic queries, multiple table queries, advanced queries, and management (action) queries.*

**Prerequisites:** *This class has no formal prerequisites. The student should have the knowledge of earlier levels before attending this class.*

### **1009-2 MS SharePoint Designer (Intermediate)**

*Students will learn about advanced file tasks: using the computer with SharePoint Designer, saving files, importing and exporting with SharePoint Designer, and using dynamic web templates. An HTML Primer: HTML and Code View, an introduction to HTML, the tag properties windows, and using pre-defined tags. Beyond Text: adding pictures, ClipArt, and other files, editing images, formatting images, and doing more with images. Hyperlinks and Hotspots: creating Hyperlinks, modifying Hyperlinks, creating HotSpots, more about links, and publishing your site.*

**Prerequisites:** *This class has no formal prerequisites. The student should have the knowledge of earlier levels before attending this class.*

### **1010-2 MS Project (Level 2)**

*Students will learn how to work with Project files: using Windows Explorer within Project, file management tools, using templates, and advanced views. Working with tasks: using the timeline view, working with tasks, linking tasks, editing tasks, and completing tasks. Working with resources: resource basics, creating the Project calendar, editing resources, and resource views. Managing resources: resources and tasks, using the team planner, resolving resource conflicts, and leveling resources. Project monitoring tools: setting a Project baseline, setting and interim plan, on the critical path, creating progress lines, and tracking progress.*

**Prerequisites:** *This class has no formal prerequisites. The student should have the knowledge of earlier levels before attending this class.*

