



Certificate in Business Information Systems

Our Information System program provides key technical skills needed for employees and managers to use technology to its fullest ability. Within this program, students will learn how to leverage the Microsoft Office suite and other technical programs as intelligent tools towards the management of job responsibilities.

Certificate Duration: 8 hours

Program Tuition: \$360.00

Books: \$40.00 **Prerequisites:**

None

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

1005-1 MS Word (Level 1)

1006-1 MS Excel (Level 1)

1007-1 MS PowerPoint (Level 1)

1008-1 MS Access Level (Level 1)

1009-1 MS SharePoint Designer (Level 1)

1010-1 MS Project (Level 1)

Certificate Electives: Choose any (1) courses from the detailed list below.

Note: Level 1 or Level 2 only for this certificate program. See our Catalog for a full List. [MS Office Applications Training](#)

1004-1 MS Outlook (Level 1)

*This course includes quick-start information on configuring of an e-mail account, receiving e-mail, managing e-mail messages, and getting help; a complete overview of the ribbon interface; and an introduction to the calendar, contacts, tasks, notes, and journal folders. **Prerequisites:** This class has no formal prerequisites.*

1005-1 MS Word (Level 1)

*Upon successful completion of this course, students will be able to: - create a basic document by using Microsoft Word. - edit documents by locating and modifying text. - format text. - format paragraphs. - add tables to a document. - add graphic elements to a document. - control a document's page setup and its overall appearance. - proof documents to make them more accurate. **Prerequisites:** This class has no formal prerequisites.*

1006-1 MS Excel (Level 1)

This Foundation level is intended to help all novice computer users learn about workbooks, worksheets, file types, and how to navigate around a spreadsheet. The Help feature is also covered in detail. The class covers the basics of the Quick Access Toolbar and the basics of the Home, Insert, Page Layout, Formulas, Data, and Review tabs. Finally you will be introduced to creating worksheet labels, printing, using features like AutoSum and AutoFill, and how to perform the ubiquitous Cut/Copy/Paste operations. Students will also be given a gentle introduction to using formulae, using Paste Special, dealing with advanced paste operations, perform Find and Replace operations, and how to check their spelling.

Prerequisites: This class has no formal prerequisites.



For more info: go to www.mylearningalliance.com

1007-1 MS PowerPoint (Level 1)

Upon successful completion of this course, students will be able to: - get started with PowerPoint. - create a presentation. - format text on slides. - add graphical objects to a presentation. - modify objects on slides. - add tables to a presentation. - add charts to a presentation. - prepare to deliver a presentation.

Prerequisites: This class has no formal prerequisites.

1008-1 MS Access (Level 1)

Students will learn about getting started in access: starting out, interface basics, database security, and getting help. The new interface: the quick access toolbar, basics of tabs, the home tab, the create tab, the external data tab, and the database tools tab. Creating a database: first steps, about records, creating a table, and formatting text. Doing more with your database: creating and using forms, creating and using queries, creating and using reports, sorting and filtering data, viewing data, and printing a database project.

Prerequisites: No prerequisite.

1009-1 MS SharePoint Designer (Foundation)

*Students will learn about getting started in SharePoint Designer: starting out, interacting with SharePoint Designer, working with files, getting help in SharePoint Designer, and web design 101. Creating a basic page: adding text, adding elements, and adding advanced elements. Creating sites and advanced pages: creating and opening a site, navigating through your site, modifying site pages, modifying page properties, and adding folders to your site. Doing more with text: editing text, editing text with the formatting toolbar, advanced text formatting, editing and reference tools, and using layers. Printing and viewing your site: managing windows, using page views, setting your site up for printing, and printing a site. **Prerequisites:** This class has no formal prerequisites.*

1010-1 MS Project (Level 1)

Students will learn how to get started in Microsoft Office Project: starting out, meeting Project, managing Project files, creating a Project, creating tasks, and getting help in project. Using and customizing the Project interface: getting acquainted, the quick Access toolbar, tabs and groups, and customizing the ribbon. The Project tabs: the task tab, the resource tab, the Project tab, the view tab, contextual tabs (part one), and contextual tabs (part two). Creating a basic Project: creating a Project, working with tasks, adding advanced task information, creating milestones, constraints, and deadlines, working with tasks (part one) and working with tasks (part two). Updating and polishing your Project: updating the Project, basic editing tasks, formatting text, and formatting the Gantt Chart. Printing and viewing a Project: arranging windows, changing how you view data, changing your view scope, and finishing your project.

Prerequisites: This class has no formal prerequisites.



For more info: go to www.mylearningalliance.com