CIS PROFESSIONAL IN EXCEL AND ACCESS (CERTIFICATE M0690)

Business Division
Certificate M0690
This certificate in Excel and Access is designed to prepare students for working with Microsoft Excel and Access in a business environment. The certificate offers a balanced set of classes that prepares students for using advanced features of both Excel and Access needed by industry. Emphasis is placed on Excel functions as well as Access' relational database techniques. Within Excel, students create a variety of workbooks, utilizing charts, PivotTables, various functions, macros, lists and tables. With Access, students create a variety of objects, including tables, queries, forms, reports and macros, as well as VBA programming. In the VBA for Excel and Access, VBA is used in both Excel and Access to program advanced functionality that may be needed within these applications. Much attention is paid to design principles, including normalization, securing databases, and other current topics in the database field. Students will demonstrate understanding of the topics via projects using various real-world workbooks and databases. Opportunities available after the completion of this certificate include, but are not limited to, administrative aides, database administrators, designers and developers, and database systems analysts. In addition, courses help prepare students to take the Microsoft MOS certification exam in Excel and Access.

Required Courses

Course Prefix	Course Name	Units
CISB 21	Microsoft Excel	3
CISD 11	Database Management - Microsoft Access	3
CISD 11L	Database Management - Microsoft Access Laboratory	0.5
CISD 14	VBA for Excel and Access	3
CISD 14L	Visual Basic for Applications (VBA) Excel and Access Laboratory	0.5
CISD 40	Database Design	3
Total Units		**13**

CIS Program Website (http://www.mtsac.edu/cis/)

Program Learning Outcomes
Upon successful completion of this program, a student will be able to:

- Apply appropriate Visual Basic for Application code (VBA) to update Access table data.
- Use embedded SQL statements within VBA procedures to create and run ad hoc queries for users.

Review Student Learning Outcomes (SLOs) (http://www.mtsac.edu/instruction/outcomes/sloinfo.html) for this program.