

MICROCOMPUTER PRODUCTIVITY SOFTWARE (CERTIFICATE N0660)

Business Division Certificate N0660

The Microcomputer Productivity Software certificate is designed to prepare students for careers that require extensive knowledge of business-related productivity software. The certificate offers a balanced set of classes that enables students to maintain and troubleshoot a Windows operating system, learn advanced features of Excel, Access and PowerPoint software; and create commercial Web sites. Emphasis is placed on customizing, optimizing and securing a Windows-based computer; developing spreadsheet pivot tables and macros; using Access to create and maintain database tables, forms, reports and queries; creating and manipulating PowerPoint slide shows with multimedia content; and using HTML and web page editors to create and publish Web sites. Students will demonstrate the ability to use software to store and retrieve data, solve business problems and create commercial Web sites. Opportunities available after the completion of this certificate include systems analyst, administrative assistant and office manager.

Required Courses

| Course Prefix | Course Name | Units |
|--------------------|--|-----------|
| CISB 15 | Microcomputer Applications | 3.5 |
| CISB 21 | Microsoft Excel | 3 |
| CISB 51 | Microsoft PowerPoint | 3 |
| CISD 11 | Database Management - Microsoft Access | 3 |
| CISD 11L | Database Management - Microsoft Access Laboratory | 0.5 |
| CISN 21 | Windows Operating System | 3 |
| Total Units | | 16 |

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

Program Learning Outcomes

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

- Properly configure Microsoft's operating system to stay secure while interacting with internetworks.
- Effectively use the printer configuration utility to install and test a printing device.

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