

Microsoft Office Specialist: Access

Earn the MOS: Microsoft Office Access certification!



Prerequisite:

LCT310 Introduction to Windows Environment or equivalent experience.

Microsoft Office Specialist: Access Spring 2018 Schedule:

LCT0129 Introduction to Access 2016

Learn fundamentals of creating a relational database and explore the different table, form, query and report objects. Generate reports and learn how to extract pertinent data from your database.

LCT0129-001 50410	Monday	3/12	9am – 4pm	HPC123	Tuition \$205 / Fees \$35
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LCT0229 Intermediate Access 2016

Use some of the advanced features in table creation, queries and generating reports. Set up personalized databases to track sales and other data through customized queries.

LCT0229-001 50051	Monday	3/19	9am – 4pm	HPC123	Tuition \$205 / Fees \$35
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LCT0329 Advanced Access 2016

Use advanced capabilities of Access to work with improperly structured data, perform summary operations on data, enhance forms, reports and use Access data in other Microsoft Office applications.

LCT0329-001 50058	Monday	4/2	9am – 4pm	HPC123	Tuition \$205 / Fees \$35
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Microsoft Office Specialist Certification Self Prep Access LWC0529-600 50340 – Fees \$155

The Microsoft Office Specialist (MOS) certification demonstrates you have the skills and ability to use a Microsoft Office application. Prepare for the MOS Access certification with a test preparation software tool which simulates the actual exam. Students will receive test preparation software and a certification exam voucher. Contact 847-925-6075 for more information.

Microsoft Office Specialist: Access Badge Total – \$875

Classes fill quickly!

Register today. Call 847.925.6300 or register online at harpercollege.edu/ce.

This digital badge program can be completed in one semester.

Visit us online at http://goforward.harpercollege.edu/ce/digital_badges/MOSAccess.php or call 847.925.6075 for more information.

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