

Microsoft Office Specialist: Access



Earn the MOS: Microsoft Office Access certification!

Prerequisite:

LCT310 Introduction to Windows Environment or equivalent experience.

Summer and Fall 2017 Schedule:

LCT0129 Introduction to Access 2016 (choose one)

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.

80025	LCT0129-001	Thursday	7/13	9am – 4pm	HPC123	Tuition \$199 / Fees \$35
Fall 2017	LCT0129-001	Thursday	10/19 & 10/26	6pm – 9:15pm	HPC123	Tuition \$205 / Fees \$35

LCT0229 Intermediate Access 2016 (choose one)

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.

80038	LCT0229-001	Thursday	7/20	9am – 4pm	HPC123	Tuition \$199 / Fees \$35
Fall 2017	LCT0229-001	Thursday	11/2 & 11/9	6pm – 9:15pm	HPC123	Tuition \$205 / Fees \$35

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.

Fall 2017	LCT0329-001	Thursday	11/16 & 11/30	6pm – 9:15pm	HPC123	Tuition \$205 / Fees \$35
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LWC0529 Microsoft Office Specialist Certification Self Prep Access – LWC0529-900 80741 – 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.

This digital badge program can be completed in one semester.

Classes fill quickly!

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

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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