

Microsoft Office Specialist: Access

Earn the MOS: Microsoft Office Access certification!



Prerequisite:

LCT0034 Introduction to Windows Environment or equivalent experience.

Microsoft Office Specialist: Access Spring 2019 Schedule:

LCT0016 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.

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| LCT0016-004 | Saturday | 3/16 | 9am – 4pm | HPC123 | Tuition \$195 / Fees \$35 |
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LCT0032 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.

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| LCT0032-004 | Saturday | 3/23 | 9am – 4pm | HPC123 | Tuition \$195 / Fees \$35 |
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LCT0039 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.

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| LCT0039-004 | Saturday | 4/6 | 9am – 4pm | HPC123 | Tuition \$195 / Fees \$35 |
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Microsoft Office Specialist Certification Self Prep Access LWC0004-004 – 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 – \$845

This digital badge program can be completed in one semester.

Register today! Go to <https://ce.harpercollege.edu/>. Call Continuing Education Registration at 847-925-6300 with any registration questions.

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