



OFC 133: Microsoft Office Access Specialist

This course focuses on practice and preparation for the Microsoft Office Certified Application Specialist exam by providing in-depth training through hands-on applications and critical thinking exercises. Students learn to use tables and datasheets, display information in reports from a database, integrate Access with other programs, organize and manage a database, create relationships, create queries, secure and customize Access, and share Access data with other applications. Three hours of lecture per week. Instructional Support Fee applies.

Course Student Learning Outcomes

1. Develop the skills for the Microsoft Office Certified Application Specialist exam.
2. Develop skills in critical thinking, decision making, and creativity to reinforce collaborative learning.
3. Develop problem-solving skills.
4. Master the skills of structuring databases, entering data, organizing data, and managing databases.

Credits: 3

Program: Office Administration