

Course Outline for **ADMT1173 — Microsoft Office Access Certification**

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| Credits: | 1 (0/1/0) |
| Description: | This course prepares participants to sit for the Microsoft Office Access MCAS (Microsoft Certified Application Specialist) certification. Class outcomes are aligned with certification objectives. Exam objectives are categories of examination tasks identified by subject-matter experts that certify an ability to productively use Microsoft Office programs. These categories are organized into skill sets representing the more basic functions of each Office program. |
| Prerequisites: | CPTR1104 |
| Corequisites: | (None) |
| Competencies: | <ol style="list-style-type: none">1. Structure Access databases.2. Enter database data.3. Organize data for output.4. Manage database integrity. |
| Goal Areas: | (None) |