

# OFFICE TECHNOLOGIES – MICROSOFT ACCESS - CERTIFICATE OF COMPLETION

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**Plan Code: 6004**

Students will learn how to use Microsoft Access to perform database related operations necessary to a small business or organization.

Database skills include the ability to create and modify data tables, data entry and lookup forms, summary and detail reports, and select, update, and delete queries. Students are required to complete the entire series of three courses within this program to receive the certificate of completion. There are no units associated with these noncredit classes, but students are expected to complete a total of 54 hours for completion.

## Program Student Learning Outcomes

- Use Microsoft Access to install, configure and manage a business database system.

## Program Requirements

Code Number	Course Title	Hours
<b>REQUIRED COURSES</b>		
COSA 625	Microsoft Access, Introductory	18
COSA 626	Microsoft Access, Intermediate	18
COSA 627	Microsoft Access, Advanced	18
<b>Total Hours</b>		<b>54</b>